

Chapter 20

Administrative Procedures

Ordering Channels / Cost Coding (Refer to NMG 20)

Geographic Area Coordination Center / Dispatch Centers

Definitions

- **Geographic Area:** A defined section of real estate for coordination responsibility.
- **National Coordination Center (NIC):** An office that coordinates the movement of resources between Geographic Area Coordination Centers in the United States. The National Center has responsibility for international response, as requested, and activation of U.S. military units.
- **Geographic Area Coordination Center (GACC):** An office that coordinates the mobilization and demobilization of resources between Dispatch Centers within a defined geographic area. The Area Coordination Center has interagency-delegated authority and responsibility to provide incident support in the coordination of resource mobilization and allocation. The Area Coordinating Group directs the Area Coordination Center. Requests and provides support, through the National Interagency Coordination Center, to other Geographical Areas.
- **Dispatch Center:** An office with the authority and responsibility to assign resources directly to an incident, primarily during initial attack and/or extended incident support. A Dispatch Center should be totally interagency integrated. It has the responsibility for initial attack and incident support at BIA Agencies, BLM Field Offices, FWS Refuges, NPS Parks, USFS Forests, State District levels or any combination of these. Adjoining Dispatch Centers may work directly with each other during initial attack to more effectively obtain closest resources. Dispatch Centers request support from the Geographic Area Coordination Center (GACC) when local and mutual aid resources become committed or unavailable. (Refer to RMG 10)
- **Unit:** An agency described administrative area such as a National Forest, National Park or Monument, FWS Refuge, BIA Agency, BLM Field Office, State District, etc.
- **Neighborhood:** Any Dispatch Center may order Initial Attack resources directly from an adjoining RMA Dispatch Center. Additionally, dispatch centers may order resources from approved adjacent RMA Dispatch Centers (neighbors) for extended attack, large fire support, and non-fire incidents in order to support incidents within their own Dispatch Center Zone.
- **Rocky Mountain Area Wide Ordering:** Allows RMA Dispatch Centers to order resources statused in ROSS directly from one another under certain parameters and rules, during PL 1.

Rocky Mountain Area Interagency Dispatch Centers

Dispatch Centers	
Casper Interagency Dispatch Center	WY-CPC
Cody Interagency Dispatch Center	WY-CDC
Craig Interagency Dispatch Center	CO-CRC
Durango Interagency Dispatch Center	CO-DRC
Fort Collins Interagency Dispatch Center	CO-FTC
Grand Junction Interagency Dispatch Center	CO-GJC
Northern Great Plains Interagency Dispatch Center	SD-GPC
Montrose Interagency Dispatch Center	CO-MTC
Pueblo Interagency Dispatch Center	CO-PBC
Rawlins Interagency Dispatch Center	WY-RWC

Rocky Mountain Area Units

The Rocky Mountain Area Unit identifier tables are available from the National Database of Record found at <http://www.nifc.gov/nicc/logistics/references.htm>.

Ordering Procedures (Refer to NMG 20)

The Rocky Mountain Area Coordination Center (RMC) in conjunction with RMA Interagency Dispatch Centers will follow established ordering channels for incidents, preparedness, severity, wildland, and prescribed fire.

Any Dispatch Center may order Initial Attack resources directly from their approved neighboring dispatch center, regardless of planning level. See Rocky Mountain Neighborhood Resource Ordering.

Support to Border Fires (Refer to NMG 20)

Mobilization and Demobilization Information

Travel information for resources will be transmitted by using the ROSS Travel function. Each travel segment will identify mode of travel, carriers name with flight numbers, departure and arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the local time and time zone.

Neighborhood Ordering

Neighborhood Ordering Definition

Dispatch Centers may order resources from approved adjacent neighbors for extended attack, large fire support, and non-fire incidents, in order to support incidents within their own Dispatch Center Zone.

Resource Ordering Standards apply for the movement of all resources. This includes Initial Attack procedures, Resource Orders, Notifications for national and area resources, ROSS travel and reassignment procedures. (Refer to NMG 10; RMG 10)

All prescribed fire (RX) resources will be ordered using the same dispatch procedures as used for wildfire mobilization.

Neighborhood Ordering Procedures

When a resource is unavailable through Neighborhood Ordering, the requesting unit will place the order with RMC. RMC will obtain resources through established dispatch channels. RMC will normally not check with the requesting Dispatch Centers' neighborhood, unless the "Neighborhood Resource Ordering" has been withdrawn.

Dispatch Centers cannot reassign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Policy without the permission of the resource's home Dispatch Center.

Only when permission from the Home Unit is granted may a resource be reassigned from one neighborhood to a second, non-adjacent neighborhood. A copy of the printed ROSS order should be relayed through RMC to the home Dispatch Center.

If RMC needs a resource which has been mobilized neighbor to neighbor, RMC will place the order with the resource's home Dispatch Center.

At a Dispatch Center Manager's discretion and with RMC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood.

RMC has the authority to withdraw Neighborhood Ordering. Traditional ordering procedures will be utilized when Neighborhood Ordering is withdrawn. Traditional ordering procedures = Dispatch Center to GACC to Dispatch Center. (Example: DRC to RMC to MTC).

Rocky Mountain Neighborhood Resource Ordering

The following list defines the approved neighborhood for each dispatch center:

Dispatch Center	May order directly from:
CDC	CPC, RWC
CPC	CDC, CRC (RTF resources only), GPC, RWC
CRC	CPC (MBF resources only), FTC, GJC, RWC
DRC	MTC, PBC
FTC	CRC, PBC, RWC, GPC
GJC	CRC, MTC
GPC	CPC, PBC, FTC
MTC	DRC, GJC, PBC
PBC	DRC, FTC, MTC, GPC
RWC	CDC, CPC, CRC, FTC

All orders/requests will be followed up by a telephone call.

The information transfer of a resource's travel, outside of office hours, will be exchanged via telephone.

A phone call is always required for confirmation of information received by fax.

Keep a record of who has been contacted within ROSS documentation.

RMA Resource Ordering Chart

The following chart describes resource types, the approved ordering method for the Preparedness Level (PL), and the required notifications.

IA = Initial Attack – Any Dispatch Center may order Initial Attack resources from adjoining RMA Dispatch Centers.

NH = Neighborhoods - Approved RMA Dispatch Center neighbors.

RMW = Rocky Mountain Area Wide Ordering – Ordering is approved between all RMA Centers.

RMC = Place order only to Rocky Mountain Coordination Center.

RMK = Rocky Mountain Interagency Support Cache

RESOURCE	RMA PL 1	RMA PL 2-5
Teams - Area/National	RMC	RMC
*IMT1 *IMT2, BUYT		
Teams - Local	NH, RMW	NH
IMT3		
Misc Overhead	NH, RMW	IA, NH
Crews		
*Type 1	NH, RMW	IA, NH
Type 2	NH, RMW	IA, NH
Type 2 I/A	NH, RMW	IA, NH
*WFM	NH, RMW	IA, NH
Supplies/Telecommunications		
*Cache Vans	RMC	RMC
*NFES – 4000 Series	RMC	RMC
All NFES except 4000 Series	RMK	RMK
*PRAWS, IRAWS	RMC	RMC
Equipment		
Engines, Tenders, Rolling Stock	IA, NH, RMW	IA, NH
Aircraft – Rotor Wing		
*CWN - Type 1 & 2	RMC	RMC
*CWN - Type 3	IA, NH, RMW	IA, NH
*Exclusive Use – Type 1, 2, 3	IA, NH, RMW	IA, NH
Aircraft -Fixed Wing		
* Airtankers, SEATs	IA, NH, RMW	IA, NH
* Lead Planes, Air Attack	IA, NH, RMW	IA, NH
* I/A Load of Smokejumpers	IA, NH, RMW	IA, NH
* Smokejumper Aircraft	IA, NH	RMC, NH
Aircraft - Services		
TFRs, IR Flights, Portable Towers	RMC	RMC

If there is an asterisk*, phone notification is required to RMC.

Rocky Mountain Area Wide Ordering (RMW) Definition

To facilitate more efficient movement of resources, balance the workload, and utilize ROSS technology to its fullest potential, the Rocky Mountain Area has implemented Rocky Mountain Area Wide Ordering. Rocky Mountain Area Wide Ordering will allow all dispatch centers in the RMA to order resources statused in ROSS directly from one another under certain parameters and rules.

Rocky Mountain Area Wide Ordering will be utilized only at Rocky Mountain Area Preparedness Level 1. At Preparedness Level 2, Rocky Mountain Area Wide Ordering will be “turned off” (selection areas in ROSS will be modified), and all ordering will be done using traditional neighborhood boundaries and neighborhood dispatching procedures.

All orders for IMTs, BUYTs, and other resources normally obtained through the RMC will continue to be placed with RMC.

Rocky Mountain Area Wide Ordering is authorized within RMA boundaries only, and does not replace existing initial attack agreements and procedures with dispatch offices across geographic area borders. Rocky Mountain Area Wide Ordering does not preclude the “Closest Forces” policy. Each Dispatch Center will be responsible to ensure that closest forces are being used when ordering per National and Rocky Mountain Mobilization Guide direction.

Dispatch Center Managers will monitor the potential impacts of Rocky Mountain Area Wide Ordering. A dispatch center may temporarily withdraw at any time, upon notification to RMC who will notify RMA Dispatch Centers. That center will advise RMC when ready to resume RMW ordering. RMC will notify the RMA Dispatch Centers.

RMC has the authority to withdraw Rocky Mountain Area Wide Ordering. Traditional ordering procedures will be utilized when Rocky Mountain Area Wide Ordering is withdrawn.

RMA Dispatch Center Managers and the RMC Center Manager will evaluate the effectiveness of Rocky Mountain Area Wide Ordering on regularly scheduled conference calls.

Rocky Mountain Area Wide Ordering Procedures

RMC will change selection areas in ROSS for all dispatch centers from Neighborhood selection areas to the Rocky Mountain Area Wide Ordering selection area.

Dispatch Centers will be able to view all resources within RMA that are statused as available for GACC and National assignments.

All orders must be placed in ROSS, and followed up with a phone call confirmation.
Keep a record of who has been contacted within ROSS documentation.

Resource requests should be filled in the order they are received. If resource prioritization is necessary, RMC will be contacted and will make priority determination.

When a dispatch center withdraws from Rocky Mountain Area Wide Ordering, that Dispatch Center Manager will contact the RMC Coordinator, who will notify the RMA dispatch centers. The remaining dispatch centers will continue to operate within the Rocky Mountain Area Wide Ordering selection area.

A Dispatch Center Manager may return to Rocky Mountain Area Wide Ordering by notifying the RMC Coordinator. RMC will notify the RMA dispatch centers.

Non-compliance may result in Rocky Mountain Area Wide Ordering being turned off for that center.

Notification is required for national and area resources. (Refer to RMG 10)

Electronic Transfer of Travel Information**Resource Ordering and Status System (ROSS) Travel**

All travel information, mobilizing and demobilizing, will be through ROSS using "Travel with Itinerary". (Refer to NMG 20)

Non-Incident Related Ordering (Refer to NMG 20)

Resource acquisition not related to an incident, preparedness, severity wildland, or prescribed fire may also follow standard ordering procedures. The use of appropriate cost coding procedures is required.

Non-incident related Overhead orders require a Detail Request form.

Fire Cost Coding (Refer to NMG 20)

Fire Codes are issued through the Fire Code System computer program (www.firecode.gov). Please reference the Fire Code Chart Matrix following.



1 **Firecode (FC) Chart Matrix – 2013**

2

CODING Type	BLM	BIA	NPS	FWS	USFS
Fire Suppression	1 (FC) per Fire Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF2000000 ABC (6 digits) HU0000 <hr/> WBS - Work Breakdown Structure (12 digits) LFSPxxx0000 (x=FC) Org Code (10 digits) LLXXccc000 (X=State, c=Office Org Code)	1 (FC) per Fire Fund Code (3 digit) Functional Area (15 digits) Includes: Sub-Activity (9 digit) AF2001010 ABC (6 digit) 8T4100 WBS – Work Breakdown (17 digit) Example: YYX- AF2001010.8T4100.A D.SPXXXX0000.0000 0 (Cost Center 10 digit) AAXXXXXXXX (Agency or Regional Cost Center where casual is hired)	1 (FC) per Fire Org Code (4 digits) - (FC) – E11 1234 - (FC) - E11 Use the Park’s Org Code for NPS Fires. Use Regional Org Codes for Non-NPS Fires.	1 (FC) per Fire Host Unit Cost Center (10 digit) FF##WYYYYY Includes: FF = FWS Fire ## = Region W = Program Identifier YYYYYY = Unique unit id WBS = Work Breakdown Structure (17 digits) FF.F20000##ZZZZ0. XX Includes: FF = FWS Fire F20000 = Sub activity ## = Region ZZZZ0 = Project # / Firecode XX = ABC Example:ZZZZ=FC	All ABCD Fires = P2 (02XX) (XX = Unit Override) Same codes as 2012 – reissued by ASC. Issue Unique (FC) = Reimb/Billable/Type I, II, III or Team ordered, human Caused, cost share. Unique (FC) per class E (300 acre+) + USFS Fires FS Fires = Preface “ P2 ” (2=Region #) BLM Fires = Preface with “ PD ” BIA Fires = Preface with “ PA ” NPS Fires = Preface with “ PP ” FWS = Preface with “ PR ” Non Federal/States = Preface with “ PN ” Override = 1502 for DOI & State Fires Federal Non-NWCG Lands = Preface with PF (ASC Issues “F” Code)

CODING Type	BLM	BIA	NPS	FWS	USFS
Personnel Time Charges	<p>Fire Funded Personnel Charge base 8 to:</p> <p>Preparedness</p> <p>All other charges to:</p> <p>Functional Area (15 digits) Includes:</p> <p>Sub-Activity (9 digits)</p> <p>LF1000000</p> <p>ABC (6 digits)</p> <p>HU0000</p> <hr/> <p>WBS - Work Breakdown Structure (12 digits)</p> <p>LFSPxxx0000 (x=FC)</p> <p>Org Code (10 digits)</p> <p>LLXXccc000 (X=State, c=Office Org Code)</p> <p>(See mgmt.)</p>	<p>Fire Funded Personnel Charge base 8 to:</p> <p>Preparedness</p> <p>All other charges to:</p> <p>Functional Area (15 digits)</p> <p>Includes:</p> <p>Sub-Activity (9 digits)</p> <p>AF2001010</p> <p>ABC (6 digits)</p> <p>8T4100</p> <hr/> <p>WBS – Work Breakdown Structure</p> <p>17 digit: (12 digits followed by 5 zeroes)</p> <p>AF.SPXXXX0000.0000 (X=FC)</p> <p>(Cost Center 10 digit)</p> <p>AAXXXXXXXX</p> <p>Agency or Regional Cost Center where casual is hired</p> <p>(See mgmt.)</p>	<p><u>For All Non-FEMA Fires:</u></p> <p>Fire Preparedness Funded Personnel charge base 8 to P21 PWE</p> <p>4 Digit Park Org Code - (FC) - P21</p> <p>1234 - (FC) - P21 (offset with P11 funding)</p> <p>All other charges to the E11 account.</p> <p>(Premium pay for preparedness funded personnel. Base 8 and premium pay for Fuels/and Non Fire funded personnel)</p>	<p>Fire Preparedness Funded Personnel charge base 8 to:</p> <p>Preparedness</p> <p>All other base 8 charge to: Suppression</p> <p>See Fire Account Salary Guide for more detailed info.</p>	<p>Charge all fire time to the (FC)</p> <p>Preface with “P_”, “S_”, or “H_”</p> <p>(_ = Region#, or _agency code as applicable) See Fire Suppression block.</p> <p>2013 Direction:</p> <p>USFS Codes must always have an Override Code attached to fire time and travel. Include Override Code on Resource Order. Use the Override of the incident region & unit for FS fires. Use 1502 for non-FS fires.</p>
Reimbursable /Billable Fires	<p>(1 FC per Fire)</p> <p>See Fire Suppression Block</p>	<p>(1 FC per Fire)</p> <p>Org. Code (6 digits) – FY-Activity Code (5 digits)</p> <p>92310 - Project/Job Code (4 digits) xxxx (x=FC)</p>	<p>(1 FC per Fire)</p> <p>See Fire Suppression Block</p>	<p>(1 FC per Fire)</p> <p>See Fire Suppression Block</p>	<p>(1 FC per Fire)</p> <p>See Fire Suppression Block.</p>


CODING Type	BLM	BIA	NPS	FWS	USFS
FEMA Incidents	<p>(FC) NOT used</p> <p>Reimbursable -Fire Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF6900000 (Fire) LF6910000 (Non-Fire) ABC (6 digits) HU0000 (Fire) NY0000 (Non-Fire)</p> <hr/> <p>WBS - Work Breakdown Structure (12 digits) LRRFxxx0000 (x=FC) (Fire & Non Fire) Org Code (10 digits) LLXXccc000 (X=State, c=Office Org Code)</p>	<p>(FC) NOT used</p> <p>BIA-NIFC/Region sets up code Fund Code (3 digit) Functional Area (15 digits) Includes: Sub-Activity (9 digit) AFXXXXXXXX ABC (6 digit) 8T4100</p> <p>WBS – Work Breakdown (17 digit) Example: YYX- AF2001010.8T4100.A D.SPXXXX0000.0000 0 (Cost Center 10 digit) AAXXXXXXXXXX Agency or Regional Cost Center where casual is hired.</p>	<p>(FC) NOT used</p> <p>All FEMA Incidents will be under a national account. Contact Chris Frank (303-969-2971) or Linda Turner (303-969-2948) for more information, including how to deal with personnel time charges.</p> <p>NPS – NIFC will establish a reimbursable account from the Mission Assignment, 100% documentation will be required.</p>	<p>(FC) NOT used</p> <p>Cost Center (10-digits) – FRRS4871## (## = Region – xxxxx – (unique project ID for each Mission Assignment) – ABC (2 digits)</p> <p>Reimbursable project codes established by impacted Region.</p>	<p>(FC) NOT used - ASC Incident Finance sets up</p> <p>Preface with “Fxxxxx” Second character is Region (2), third and fourth Fiscal year (13) and then incident number (01, first FEMA incident of year).</p>

CODING Type	BLM	BIA	NPS	FWS	USFS
Fires Managed for Resource Benefits	1 (FC) per Fire Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF3100000 WUI & Non-WUI ABC (6 digits) JW0000 (WUI) JM0000 (Non-WUI) <hr/> WBS Work Breakdown Structure (12 digits) LFHFxxxx0000 (x=FC) Org Code (10 digits) LLXXccc000 (X=State, c=Office Org Code)	1 (FC) per Fire Org. Code – (6 digits) FY – Fiscal year Activity Code (5 digits) 92310 - Project/Job Code (4 digits) xxxx (x=FC)	1 (FC) per Fire See Fire Suppression Block	1 (FC) per Fire	Reference the USFS Fire Suppression Section

CODING Type	BLM	BIA	NPS	FWS	USFS
Severity All DOI uses FireCode	CSO Approval Required State approved codes Colorado = D0YH Wyoming = D0YQ Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF2100000 ABC (6 digits) HU0000 <hr/> WBS Work Breakdown Structure (12 digits) LFSRxxx0000 (x=FC) Org Code (10 digits) LLXXccc000 (X=State, c=Office Org Code) (CO910, WY931) State Director Severity = Sub-Activity (9 digits) LF2100000 For DOI assist use (FC) severity number provided by requesting DOI agency For FS Assist use Project Code D0YY	BIA-NIFC Operations , approves Severity requests & assigns (FC) for each Severity request. Fund code (3 digit) Functional Area (15 digits) Includes: Sub-Activity (9 digits) AF2105050 ABC (6 digit) 8T4100 WBS – Work Breakdown (17 digit) Example: YYX- AF2105050.8T4100.A D.SPXXXX0000.0000 0 (Cost Center 10 digit) AAXXXXXXXX Agency or Regional Cost Center where casual is hired. Severity Support Assist Code: For DOI Assist use (FC) severity number provided by requesting DOI agency. For FS Assist use Project Code D0YY	One (FC) for the entire duration of a long-term severity event. Regional office will create and assign the account. 1249 - (FC) - E14 (IMR Severity Support): IMRO will assign as needed. 1249-(FC)-E14 (FC) will NOT be USED for short-term step-up that falls within a park's Fire Mgmt. Plan. The Park will assign a code using all alpha or all numeric combinations under the Park's Org Code. FS Severity Assist =: D0YY. For the Intermountain Region use account 1249-D0YY- E14.	Emergency Preparedness 9141 - PERx (Region) Severity Packages approved by NIFC - Regional issued (FC) Severity Support Assist Codes: For DOI Assist use Assigned (FC). For FS Assist use Project Code D0YY	Prior approval required (_=Region #) Regional - S21111 + Region Override Code or Unit Override = Unit with Severity Approval & where assistance was provided. National - S29999 + Region Override Code Severity Support to DOI: WO Override Code 1502 BIA S70001 BLM S70002 FWS S70003 NPS S70004

CODING Type	BLM	BIA	NPS	FWS	USFS
BAER - Burned Area Emergency Response (Region)	<p>CSO approval required Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF3200000 ABC (6 digits) JI0000</p> <hr/> <p>WBS Work Breakdown Structure (12 digits) LFBRxxx0000 (x=FC) Org Code (10 digits) LLXXccc000 (X=State, c=office org code)</p> <p>Emergency Stabilization Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF2200000 ABC (6 digits) JS0000</p> <p>WBS – Work Breakdown Structure (12 digits) LFSPxxx0000 (x=FC) Org Code (10 digits) LLXXccc000 (X=State) (c=Office Org Code)</p>	<p>Stabilization – BIA-NIFC approved (FC)</p> <p>Functional Area (15 digits) Includes: Sub-Activity (9 digits) AFXXXXXXXX ABC (6 digits) 8T4100</p> <hr/> <p>Rehabilitation – BIA-NIFC approved (FC)</p> <p>WBS – Work Breakdown Structure 17 digit: (12 digits followed by 5 zeros) AF.SPXXXX0000.0000 (X=FC) (Cost Center 10 digit) AAXXXXXXXXXX Agency or Regional Cost Center where casual is hired.</p> <hr/> <p>Emergency Stabilization Functional Area (15 digits) Includes: Sub-Activity (9 digits) AF2202020 ABC (6 digits) 8T4100</p>	<p>BAER Plan approval required by RO/Nat'l Offices</p> <p>Org Code (4 digit) - (FC) - Program/Unit (3 digit)</p> <p>E13 Stabilization (BAER) B11 Rehab (BAR) B14 Monitoring (BAR) The (FC) is carried forward from the fire requiring the treatment.</p>	<p>RO approval required if <\$500K Chief, NRS approval required if >\$500K</p> <p>Project/Job Code (4 digit activity -4 digit project/job code (FC))</p> <p>Emerg. Stabilization = 9142 - (FC)</p> <p>BAER = 9262 - (FC)</p>	<p>RO approval required BAER Assessment H2BAER (0231) - (Regional Override Code) (Notify ASC once plan is approved) BAER Implementation H2xxxx X = Mirror Incident (FC) (Regional/Unit Override Code)</p>

CODING Type	BLM	BIA	NPS	FWS	USFS
		WBS – Work Breakdown Structure 17 digit: (12 digits followed by 5 zeros) AF.SPXXXX0000.0000 00 (X=FC) Org Code (Cost Center 10 digit) AAXXXXXXXX Agency or Regional Cost Center where casual is hired.			
AD / EFF Training/ WCT (Administratively Determined/ Emergency Firefighter/ Work Capacity Test)	National Code = AZA1 Functional Area (15 digits) Includes: Sub-Activity (9 digits) LF2000000 ABC (6 digits) HT0000 <hr/> WBS Work Breakdown Structure (12 digits) LFSPAZA10000 Org Code (10 digits) LLXXccc000 (X=State, c=Office Org Code)	National Code = AZA1 Fund Code (3 digit) Functional Area (15 digits) Includes: Sub-Activity (9 digit) AF2001010 ABC (6 digit) 8T4100 WBS – Work Breakdown (17 digit) Example: YYX- AF2001010.8T4100.A D.SPXXXX0000.0000 0 (Cost Center 10 digit) AAXXXXXXXX Agency or Regional Cost Center where casual is hired.	National Code = AZA1 One account per Region. Requires prior authorization for use. Regional Org Code (4 digits) – AZA1 – E11	National Code = AZA1 Project/Job Code – (4 digit project/job code (FC)) 9141-AZA1	Regional - P2 (Regional Override 0231) WFSUAD (0231) (R2)

CODING Type	BLM	BIA	NPS	FWS	USFS
Staging Code	N/A Should be accomplished through Severity	Use Unit Severity or Support Codes	N/A Use Unit Severity or Support Codes	N/A Should be accomplished through Severity	ASC assigned P-code when supporting FS.
Support Order Code 	Local Dispatch will establish (FC) See BLM guidance at http://web.blm.gov/international/fire/budget/index.html	Local Dispatch will establish (FC)	Local Dispatch will establish (FC)	Local Dispatch will establish (FC)	ASC assigned P-code for each R2 Forest. Use Forest Override Code. DOI to use FC when supporting FS.

Fire Cost Coding - Agencies

BLM (Refer to NMG 20)

BIA (Refer to NMG 20)

NPS (Refer to NMG 20)

FWS (Refer to NMG 20)

USFS (Refer to NMG 20)

Non-Fire Incident Funding

(Refer to IIBMH 52)

Non-fire incident funding agreements must be in place. Resource Orders must be placed with appropriate management codes.

A Detail Request Form should be utilized if appropriate. For example, deviations from a 14 day assignment.

Resource Availability and Tracking

The movement of resources between units shall require that both sending and receiving units be responsible for safety of the resources involved. The following guidelines will assist with the orderly movement of resources.

- Aviation Resources dispatched both internally and externally shall be tracked using the Flight Manager guidelines. (Refer to RMG 60 & NMG 60).
- It is the responsibility of the sending Dispatch Center to make all incident travel arrangements for mobilizing resources. The receiving unit is responsible for the demobilization travel arrangements.
- Resource tracking and availability will follow individual Dispatch Center's Operating Plans.
- ROSS (Resource Ordering and Status System) will be used to track the movement, commitment, availability, and unavailability of area and national resources. Dispatch Centers are responsible for the current updating of this information for all area and national resources physically located within their area of influence.
- For overhead availability tracking, "Incident Qualification Card (red carded)" individuals are required to report their availability status for incident assignments, according to each Dispatch Center's Operating Plan, in order to be considered for a dispatch to an assignment.
- Depending on their Dispatch Center's policy, individual overhead or equipment may report their availability by utilizing the "self-status" option in ROSS. To access ROSS, click on the ROSS icon on the RMA website: <http://gacc.nifc.gov/rmcc/>. For help on ROSS Web Status, contact your local dispatch office.
- All Incident Management Team Members should show their availability as "Available Local."

Overhead/Crews (Refer to NMG 20, 60)**Overhead Mobilization & Demobilization** (Refer to NMG 20, 60)

All personnel should carry some form of a valid photo identification while traveling to and from incident assignments. This will assist mobilization/demobilization if by commercial airlines. All personnel are required to carry a current Incident Qualification Card (red card) reflecting the position they are being mobilized for.

Name Request Orders (Refer to NMG 20)

For RMC to process a name request, the following information is required:

- Notify RMC that a name request is expected.
- Confirmation that the order meets name request criteria. (Refer to NMG 20)
- Resource requested must be statused available.
- Verify the name request has appropriate qualifications and meets any special needs and inclusions/exclusions requested on the order.
 - Examples include correct financial code, federal only, host agency only, no AD's, no contractors, etc.
- The following Mobilization Hierarchy will be honored:
 - Agency 1st, Cooperators 2nd, AD/EFF 3rd and Contractors 4th.
- Justification/Documentation is also required.
 - Examples include primary team member, currency assignment, assignment needed to meet IFPM, see detail request (if required), identifiable special skills, line qualified, CO certification, etc.

All name requests not filled by the sending unit will be returned to the requesting unit by NIC as UTF, as per the NMG.

To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 hrs and 2200 hrs.

Standard Cubes, Weight, and Gear Policy for all Personnel

(Excluding Smokejumpers, Rappellers and CWN Helicopter Managers) (Refer to RMG 10; NMG 10, 60)

Emergency Driving

Employees must have a valid state driver's license in their possession for the appropriate vehicle class before operating the vehicle.

No driver will drive more than 10 hours (behind the wheel) within any duty-day.

For non-commercial driving license (CDL) driving, current national interagency work-rest policy serves as duty-day limitation and driver rest requirements. Duty day will not exceed 16 hours for non-CDL drivers.

All driving requiring CDL will be performed in accordance with applicable Department of Transportation regulations found in 49 CFR 383, 390-397 and all state traffic regulations. (No driver of a vehicle requiring a CDL will drive the vehicle after 16 hours on duty during any duty-day.) Exceptions: An additional two hours of driving

time may be added if: a driver encounters adverse driving conditions, unforeseen emergency situations (breakdown), or to ensure the safety of personnel.

Multiple drivers in a single vehicle may drive up to the duty-day limitation providing that no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

Drivers are responsible to follow these policies and it is the supervisor's responsibility to ensure that employees adhere to the proper driving limitations and monitor employee fatigue.

Non-emergency Driving Limitations

These limitations are agency specific and need to refer to respective agency policy, normally found in agency safety and occupational health handbooks.

Work and Rest Guidelines (RMG 10, NMG 10; IIBMH 12)

Management of rest for overhead, crews, and support personnel to assure safe, productive fire suppression activities are a basic responsibility of fire management personnel at all levels. Performance evaluations and ratings should include an evaluation of management and compliance with work/rest guidelines.

The following are guidelines, but should be utilized in decision making to assure adequate rest for fire suppression personnel.

Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The Time Officer's/Unit Leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy and contracts if more restrictive.

To determine "Length of Assignment", "R&R", and "Days Off" refer to NMG 10, IIBMH 12, and RMG 10.

Performance Ratings

Copies of deficient performance ratings should be provided to the local unit FMO and the Dispatch Center Manager upon return from each assignment.

Incidents involving employee conduct and ethics violations will be referred immediately to the local agency administrator by the Incident Commander. Simultaneously, the Incident Commander will contact the appropriate operations committee officer or agency operations committee representative.

Contractor performance ratings are required on all equipment. Dispatch centers will inform the Incident Agency representative of the requirement and provide the rating form at the time of dispatch.

RMA Mobilization Center

(Refer to the RMA Mobilization Center Operations Plan, currently under development for 2013)

Definitions

Mobilization Center - An off-incident location at which personnel and equipment are temporarily located pending assignment, release, or reassignment.

Staging Area – That location where incident personnel and equipment are assigned on a 3-minute response, availability status.

RMA Mob Centers may be activated by the RMCG, normally when in RMA PL 4 or 5. RMC is responsible for ordering and the Mob Center Manager is responsible for the Mob Center's operational oversight.

Dispatch centers should pre-identify locations to facilitate opportunities for the prepositioning of resources during severe conditions and high levels of mobilization.

Three levels have been identified. Levels are based on physical size of facility, transportation systems (Commercial Air Service/Buses) and ability to properly support total numbers of personnel.

Level 1 = 20+ crews

Level 2 = 6-20 crews

Level 3 = 1-5 crews

Level 3 Mob Centers are normally activated and supported by a local area, to meet a local area's needs.

Level 1 and level 2 Mob Centers are activated and supported by the RMA to meet the needs of the RMA.

Mob Center Operations Criteria

Items to consider when operating a Mob Center include:

Feeding capability (local or on-site)

Sanitation: service contract for portable toilets, and hand/face washing

1 **Gray water** pumping for kitchen, if on-site

2 **Showers** available (on-site or local - i.e., school, armory)

3 **Shelter Day/Night:** for sleeping, shade, inclement weather, lighting

4 **Communications:** Internal (loudspeaker), external sites, radios, fax, phones for contact with
5 dispatch, recreation facilities, etc.

6 **Security** (day and night)

7 **Transportation arrangements:** mob center/airport, to incidents, etc.

8 **Supplies** - minimal cache

9 **Medical Station:** first aid capability only

10 **Support Personnel** (minimal needs)

11 Suggested staffing with a STAM, FACL, GSUL, SUPL, CAMP, SEC2, EMTs, SOFR & PTRC.

12 This list can be reduced or expanded with the size of the mob center.

13
14 **Demobilization** (Refer to NMG 20)

15
16 **Demobilization Planning**

17 Demobilization shall be carried out in an orderly manner to accomplish a cost effective
18 program commensurate with efficient and effective organization practices.

19
20 **Demobilization Responsibilities**

21
22 **General Demobilization Guidelines**

23 Demobilization plans prepared and approved by Area Command and IMT, or the local
24 unit will be distributed to affected Unit or Expanded Dispatch and to the RMC at least
25 24 hours prior to any releases. Reassignment potential will be addressed in this plan.

26
27 Hold all resources at the base or staging area until travel arrangements can be made or
28 cleared by the logistics dispatch system.

29
30 Group crews and overhead for common destinations as much as possible to minimize
31 transportation costs. Place grouped resources on same shifts 24 hours prior to intended
32 release.

33
34 Assure that Area and Unit priorities for release are met (through established dispatch
35 channels).

36
37 Attempt to assure that personnel shall arrive at their home station by 2200 home station
38 time.

39
40 Ensure crews are properly equipped with meals for the duration of their travel home, or
41 arrangements have been made prior to travel.

42
43 **Incident/Unit Dispatchers**

44 Assist incident team in demobilization planning.

45
46 **The demobilization plan will be distributed to Unit and Dispatch Center**
47 **dispatchers, and the RMC 24 hours prior to any releases.**

Assure that Unit and Area priorities for release are met.

Keep Dispatch Centers informed of demobilization plans, progress, and changes. Center Managers or EDSPs should sign off on demobilization plans.

Arrange staging and transportation as necessary.

Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of problems and progress (i.e., Fixed Wing Base Manager, etc.).

Make sure resource orders are kept current for all releases.

Dispatch Center Dispatcher

Determine dispatch center priorities for release and relay to incident unit and RMC.

Assure that Unit and Area priorities for release are met.

Relay demobilization plans to RMC. Keep RMC and Dispatch Center's home units informed of demob process.

Arrange for transportation and staging as necessary.

Rocky Mountain Area Coordination Center

Priorities for the demobilization of resources will be made in conjunction with either the local or geographic area MAC group if activated. If Area Command is in place, priorities will be coordinated between the Area Commander and MAC. These priorities will then be transmitted to the Dispatch Centers and/or Expanded Dispatch.

Approved Demobilization Plans will be forwarded to NIC and other Dispatch Centers for potential reassignments and current status of the demobilization process.

Transportation will only be arranged as necessary and requested through the normal dispatch procedures.

Home or Support Unit Dispatchers

Arrange for 24-hour communication, if necessary.

Schedule transportation as required.

Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of progress.

Order Administrative Payment Team (APT) if necessary.

Notify Dispatch Center and/or RMC, through established dispatch channels, if resources do not arrive at home within a reasonable time of their scheduled arrival.

Release Priority Guidelines

The following release priorities may be influenced by incident needs; however, the following shall normally apply for a single incident unless otherwise notified:

Crews:

Any crews that have been on duty 10 to 14 days without a day off.
Out of Area hotshot crews (Type 1)
Area hotshot crews and smokejumpers (Type 1)
Out of Area agency regulars (Type 2)
Area agency regulars (Type 2)
Organized crews and in area contract crews (Type 2)

Helicopters:

Within Area helicopters required for initial attack at home unit due to fire activity or potential thereof.
CWN or rental agreement.
Out-of-Area contract helicopters.
Within Area contract helicopters not required for initial attack.

Radios: (Refer to NMG 20)

Assemble National Fire Cache Radio Command & Logistic Systems and ship to RMK in Lakewood or NIRSC in Boise via airfreight or charter aircraft as soon as possible.
Coordinate with the local dispatch center and RMC/RMK on transportation.

DO NOT hold radios on Unit. They must be returned to NIRSC for refurbishing for next fire.

Fire Cache Equipment and Supplies:

Local unit/dispatch zone cache items.
Local cooperators cache items.
RMK (national) cache items.

Water Tenders or Engines:

The local unit's need for initial attack.
Local cooperators and other units needed for initial attack.
Out-of-Area engines.
Local cooperator and other units not needed for initial attack.
Local units not needed for initial attack.

Heavy Equipment:

The local unit's need for initial attack.
Local cooperators and other units needed for initial attack.
Out-of-Area engines.
Local cooperator and other units not needed for initial attack.
Local units not needed for initial attack.
National Guard (NG) equipment should be released as soon as local resources can handle or replace equipment. NG equipment will not be held for mop up assignments.

Overhead:

Overhead releases shall be as required by the incident management team and the local unit's needs. Strive to consolidate overhead in groups of common destinations.

Crews (Refer to RMG 10, RMG 60, NMG 20 & 60)

Crews will be ordered by type. Three types exist for National or Interagency assignments.

Crew types are:

Type 1

Type 2

Type 2 IA (with initial attack capability)

Refer to the Red Book (Interagency Standards for Fire and Fire Aviation Operations), http://www.nifc.gov/policies/pol_ref_redbook_2013.html, for minimum crew standards for national mobilization. Standard crew size is 20 person maximum and 18 person minimum including crew boss, crew representatives, and trainees. Refer to RMG 10 for crew weight/gear limitations. Total crew weight may not exceed **5300 lbs**.

Ordering Considerations for Crews - Items to note in Special Needs (ROSS):

- With transportation
- With tools
- Double lunched
- Self-sufficient/purchasing authority
- Break down capable
- When ordering Ty2 / Ty2 IA crews, review the ordering considerations.
- Justification for Ty1 crew.

RMC shall endeavor to rotate crew fire assignments to maintain currency in fire fighting forces.

The RMA will continue to implement an out-of-area rotation for RMA Type 1 (IHC) crews. Current guidelines are posted on the RMC web page under Crews. (<http://gacc.nifc.gov/rmcc/>)

Type 1 Crews will be notified if they are being held within region due to drawdown levels.

Crews traveling by air should always be prepared to ship the saws if the airline does not accept them.

When four or more crews are mobilized out of the area, an Interagency Resource Representative (IARR) may be ordered by RMC. (Refer to NMG 20 & 410-1 NWCG Fireline Handbook, Ch. 8)

When mobilizing crews outside their dispatch zones, a roster or a manifest is required, per the ISROG (Interagency Standards for the ROSS Operations Guide). Refer to <http://www.nifc.gov/nicc/logistics/references.htm>.



1 **Interagency Wildland Fire Modules**

2 (Refer to NMG 20, RMG 60, PMS 430 - Interagency Standards for Wildland Fire Use
3 Module Operation)

4
5 Wildland Fire Modules (WFM) will be ordered by type. Two types exist for National
6 or Interagency assignments.

7 Wildland Fire Module types are:

8 Type 1

9 Type 2

10 **Ordering Considerations for WFM: Items to note in Special Needs:**

- 11 • Vehicles, ATVs needed
- 12 • Current Certification (Type 1 or 2)

13 **Smokeyumpers** (Refer to NMG 20 & NMG 40)

14
15 Rocky Mountain Area has a contingent of 12 smokejumpers and one aircraft. The
16 smokejumpers will be dedicated RMA resources from approximately June 1 through
17 September 30.

18
19
20 When the RMA contingent is located in Boise, RMC Center Manager or Coordinator on
21 Duty (COD) will coordinate with both CO BLM Duty Officer and the Smokejumper
22 Duty Officer in Boise for pre and post- season movement of the smokejumpers.

23 RMC will monitor the RMA severity and fire situation closely and preposition
24 smokejumpers as necessary.

25
26 Adjacent dispatch centers may order smokejumpers for initial attack directly from the
27 unit hosting the smokejumpers. If smokejumpers are not available, the ordering unit
28 will place the smokejumper order with the GACC.

29
30 Initial Attack orders for smokejumpers are done on an Aircraft Resource Order in the
31 RMA. Refer to NMG 20 for more information on ordering Smokejumper Initial Attack
32 and Booster Loads.

33 If an initial attack smokejumper order has to be filled through NIC due to lack of
34 resources in RMA, the order will be placed through RMC according to national
35 guidelines.

36 **Ordering:**

37 **Initial Attack Load:**

38
39 When smokejumpers are needed jump-ready for initial attack with aircraft, they are to
40 be requested in ROSS as "Load, Smokejumper, Initial Attack" on an Aircraft request.
41 The sending unit will fill the request in ROSS and will forward a manifest form, with
42 name and agency identification, through the established ordering channels. This
43 information can be acquired after the jump ship is airborne. Any intent to retain
44 smokejumpers which have not been utilized as an IA load will be negotiated between
45 RMC and NIC.

If a GACC pre-positions smokejumpers when multiple starts are occurring or predicted, they need to specify the anticipated duration. If not deployed during this period, smokejumpers will be made available for higher priorities, unless longer duration is negotiated between the GACCs and NIC. This will be identified in special needs as “Preposition”.

Aircraft delivering Initial Attack smokejumpers will return to the sending base or a designated airport before the end of the pilot’s daily flight or duty limitations. Any intent or necessity to retain the aircraft will be negotiated between NIC and the GACCs. If the aircraft is retained past the first operational period, it will be placed on an Aircraft request through established ordering channels.

Booster Load / Individual Smokejumper Pre-position:

Boosters may be ordered from one individual base or could be filled by individuals from multiple bases. When requesting a booster or pre-positioning individual smokejumpers, they will be ordered by individual Overhead requests through RMC. Requests may specify a desired delivery system (round or square parachutes). Booster Load/Individuals may be kept up to 14 days. NICC, GACCs and the local dispatch center should communicate with the hosting and potential sending smokejumper base(s) before the order(s) are placed and filled.

Smokejumper aircraft must be ordered separately if the aircraft is needed beyond delivery of the smokejumpers.

Smokejumpers held as boosters after release from the first IA assignment will be placed on an Overhead order using individual “O” requests. Smokejumpers recovered and mobilized to another assignment, internally or across Geographic Area boundaries, will also be placed on an Overhead order.

Booster: When a contingent is jumped out and there are no internal like-agency jumpers available, a load is ordered out-of-area, through NIC, that may or may not come jump ready, depending on aircraft availability. They are ordered on O numbers.

Backfill: When a contingent is jumped out, re-enforcements are brought in from the Hosting Base, if available. No order is necessary.

Helicopter Modules (Refer to NMG 20, IHOG Ch 2)

The RMA requires that a qualified Helicopter Module be attached to all CWN helicopters used on interagency incidents within the RMA. Any trainees would be in addition to the qualified module. Staffing for standard category aircraft used in a limited capacity must be authorized by the Agency Aviation Manager at the state or regional level.

CWN helicopters and modules will “marry up” **prior** to going to an incident at an identified, specific location (i.e., airport, FBO, etc.).

Non-Standard Overhead Groups (Refer to NMG 20)

Communications Coordinator (Refer to NMG 20)

A Frequency Coordinator will be ordered in the RMA during Preparedness Levels 4 -5. (Refer to NIRSC Users Guide 2010)

Incident Meteorologist (IMET) (Refer to NMG 20)

An Incident Meteorologist (IMET) will be ordered by each Type 1 Incident within the Rocky Mountain Area.

When an IMET is needed for an incident, the request will be placed up to the GACC who will follow the procedures outlined in the NMG.

Cache Support Positions (Refer to NMG 20)

More information can be found in the RMK Cache Operating Plan located on the RMC webpage at <http://gacc.nifc.gov/rmcc/logistics/cache/index.html>.

Incident Management Teams (IMT) (Refer to NMG 20 and 60)

All Teams:

The Rocky Mountain Area (RMA) sponsors one Type 1 IMT and three Type 2 IMTs; A, B and C.

Teams will be ordered through the Interagency Dispatch System using an Overhead Group request in ROSS and filled with a roster.

Team members are assigned to their team and will not accept miscellaneous overhead assignments (freelance), unless pre-approved by the Incident Commander (IC) and RMC Center Manager, in conjunction with the RMCG Duty Officer. If pre-approved, the individual must complete the freelance assignment through its entirety. The IC will not be permitted to freelance.

Type 1 Team

The Great Basin (GB) Geographic Area and the Rocky Mountain Geographic Area (RMA) have three Type 1 IMTs on both a combined Great Basin/Rocky Mountain rotation and the National rotation.

These teams are available for dispatch internally between the GB and RMA, and externally, nationally. The Great Basin includes the Eastern Great Basin and Western Great Basin Areas.

The Great Basin Team configuration will be accepted within the RMA.

When mobilizing a Type 1 IMT between the RMA and GB areas, the team requests may initially be placed direct (GACC to GACC), however, once complete, a copy of the order must be sent to NIC.

The combined GB/RMA Type 1 IMTs will be identified on the National Rotation (three separate rotation positions) as “Rocky Basin”.

The Eastern Great Basin Coordination Center (EBC) is responsible for coordination of the Rocky Basin IMT national rotation. EBC will serve as the primary contact for NIC for the on-call status of the Rocky Basin teams.

All three Type 1 IMTs may be committed within the Rocky Basin Geographic Areas before the coordination centers must go to NIC to obtain additional team(s) from the National Roster, unless we have pre-positioned a Type 1 IMT in the area and then it will be assigned first.

The RMA IMTs Standard Operating Guides are modified annually and available through the RMA IMT ICs and Operations Committee. RMC will retain a current copy of each team’s current Standard Operating Guide.

Type 2 Teams

Team A and Team B have an unrestricted service area and time period availability. Team C’s primary service area is the Great Plains Dispatch Zone (GPC) and availability restrictions may apply.

Team A and Team B will participate in an assignment rotation from approximately May 1st through October 15th. The rotation will apply to assignments within the RMA as well as out-of-area.

Team C will be the first team assigned within the GPC Zone at all Preparedness Levels (PL) when available. Team C can be dispatched beyond the GPC Zone when the GPC Zone PLs are at 1 & 2 and teams A and B are committed or U/A.

Team C will be restricted to the GPC zone when the GPC zone is in PL 3 or higher. Availability exceptions will be coordinated between RMC and the Great Plains zone.

If a team turns down an assignment or is unavailable for any reason during their scheduled rotation period, the next team in the rotation will be offered any new assignment if available.

Team Rotation and Assignment

Type 1 IMTs will maintain year-round availability. Yearly rosters for Type 1 IMTs will be effective approximately 2/15-2/14 each year to account for annual selection updates.

All team members qualifications must be current before a mobilization can occur using the new roster.

The three Rocky Basin (defined below) Type 1 IMTs will be on one-week on-call rotations for the RMA and GB areas.

On-call time schedules for the Type 1 IMT rotations (which may be adjusted by the

Center Manager as the situation dictates) include:

1 st position on the rotation list	2 hour on-call
2 nd position on the rotation list	8 hour on-call
3 rd position on the rotation list	24 hour on-call

GB/RMA Type 1 rotation and availability within the areas will be simultaneous with the National on-call rotation. The National rotation will have three slots identified as “**Rocky Basin**” representing the two “Great Basin” teams and the one “Rocky Mountain Area”. The team on-call internally between the two areas will be the team up on national call.

Once a team has been mobilized, the next team on rotation will fill the remainder of that call-out period and their own scheduled on-call period, so that the scheduled rotation remains the same. If a team is mob/demobed within their on-call period, that team will resume their on-call status, unless otherwise notified.

RMA Type 2 IMTs will normally be on-call for dispatch between the approximate dates of 5/1- 10/15 and will be on two-week, on-call rotations.

Yearly rosters for the Type 2 IMTs will be effective from approximately 5/1-10/15 each year to account for annual selection updates. (Refer to RMG 60 for rotation schedules.)

Team C will be available year-round within the GPC zone.

In an effort to maintain currency, functionality, and viability of the RMA Type 2 teams, the regional rotation will be followed until such time as there becomes a disparity of two assignments between Type 2 teams. The team(s) without an assignment will be given the opportunity for an assignment prior to the team on-call. In-Zone assignments for Team C count in their total number of assignments, however they will continue to be the first team assigned within the GPC zone.

Type 2 IMT availability during the off-season is mutually agreed upon between ICs and RMC Center Manager.

On-call time schedules for the Type 2 IMT rotations (which may be adjusted by the Center manager as the situation dictates) include:

1 st position on the rotation list	2 hour on-call
2 nd position on the rotation list	8 hour on-call
3 rd position on the rotation list	24 hour on-call

Incident Commanders will inform RMC of team availability upon release and demobilization from an assignment. Return to call-up status will be negotiated with the Center Manager. Teams will normally be provided 24 hours between assignments and such time as required to adequately meet work/rest guidelines.

Availability

The Incident Commander and Center Manager will complete a review of any individual who is unavailable for more than two (or portions thereof) “on call” periods and that

had not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the Operations Committee Chair.

Team members are expected to monitor their IMTs on-call rotation schedule and will be considered available and expected to respond to dispatches. Dispatch Centers will not alter an IMT member's status when performing a weekly or bi-weekly ROSS status sweep. **Availability within ROSS must reflect "Available – Local".**

Notification of any unavailability for on-call periods must be made as far in advance as possible, to IC or designee through appropriate channels. IMT members will make unavailability notification, via electronic mail, to their Dispatch Center, RMC, and their IC. If notification cannot be made electronically, IMT members can make notification via telephone through their Dispatch Centers to RMC. Unavailability notification must include their name, team, unavailability dates, and the reason for unavailability.

Dispatchers will **not** contact IMT members to verify availability during routine IMT rotations.

In the event that an IMT is placed on-call outside of the regular rotation dates, the appropriate dispatch center will verify each team member's availability.

IMT rotations, primary rosters and current-on-call rosters will be posted to the web page at <http://gacc.nifc.gov/rmcc/> found under the Overhead/Teams link.

Rocky Mountain Area IMT General Operating Guidelines

Purpose and General Operating Guidelines

Rocky Mountain Area Incident Management Teams (IMTs) are formed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators within the Area in the management of complex wildland fires. The teams may be dispatched to any kind of incident. Type 1 teams participate in a national rotation as one of the Rocky Basin teams.

When assigned, Incident Management Teams serve the Administrator(s) of a local administrative unit or a group of units and will abide by the policies of the agencies for which service is being provided.

Incident Management Teams will apply the guidelines given in the NWCG Fireline Handbook and the Redbook (Interagency Standards for Fire and Fire Aviation Operations) to assure safe and effective management strategies and tactics.

At the conclusion of each assignment, RMA Incident Commanders should be provided a written team evaluation from the responsible agency administrator or Area Commander. A copy of each evaluation should be provided to the Rocky Mountain Center Manager upon return. The Center Manager will in turn provide a copy to the Chairperson of the Operations Committee for review.

RMC will be responsible for maintaining current and historical team records.

It is an expectation that qualified fire personnel within the RMA with critical skills will first make a commitment to the needs of the Rocky Mountain Incident Management Teams. Should an RMA agency employee or sponsored AD wish to participate on another geographic area IMT, that individual will be required to submit a written request through their local unit to their agency Operations Committee representative. The request will then be forwarded to RMCG for review, approval, or disapproval. In the event an employee moves into the RMA having already made a commitment to an out-of-area team, a similar notification following the above process should be made.

Team Oversight

The Rocky Mountain Area Operations Committee provides oversight and management for Rocky Mountain Incident Management teams.

Monitoring and evaluation of all teams may be completed by RMCG/RMA Operations Committee representative for each incident within the Area. The jurisdictional agency(s) will be responsible for initiating the monitoring and evaluations. The Operations Committee Incident Management Team Site Visit Template can be found at http://gacc.nifc.gov/rmcc/administrative/rmcg_ops.html.

An Operations Officer from the RMA Operations Committee will be assigned for the RMA teams throughout the year.

To assist in evaluation of team performance, following an assignment and no later than October 15th each year, Incident Commanders will provide the following records for each incident to the RMA Coordinator and the Operations Committee Chair:

- Team narrative of actions on the incident during period of assignment, including daily and cumulative cost summaries.
- Team evaluations by Agency Administrator or Area Commander as appropriate.
- Summary status of assigned trainees.

Performance evaluations will only be completed for:

- Outstanding individual performance and/or recommendations for advancement to higher position levels.
- Deficient performance, the need for additional training, or recommendation for an individual to be moved to a lower position level.
- Trainees
- Any person who specifically requests evaluation.

The Incident Commander will immediately address and document all position performance problems in conjunction with the appropriate Section Chief and/or immediate work supervisor on the incident (Unit Leader, Division Supervisor, etc.) Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all unsatisfactory team member individual performance ratings should be provided to the Chair of the Operations Committee upon return from each assignment. The Chair will use the process defined

1 within the Committee's Charter and Operating Guidelines regarding any further actions
2 to be taken.

3
4 All incident team members will conduct themselves in a professional manner. Incidents
5 involving unprofessional employee conduct will be referred immediately to the
6 employee's local agency administrator by the Incident Commander. At the same time,
7 the Incident Commander will notify the Chair of the RMA Operations Committee and
8 the Agency's operations committee representative. All team members will refrain from
9 any activity or conduct that allows them to enhance their personal financial status in
10 relation to actions taken on an incident. In the event that it appears that a team member
11 has engaged in activity that results in the enhancement of their financial interest, the
12 matter will be immediately referred to the RMCG membership who will immediately
13 refer the matter to the agency hosting the incident and the home agency of the
14 individual(s) involved. The agencies investigating will submit their findings to RMCG
15 for consideration and possible action.

16
17 In the event an RMA Operations Committee member (other than the Incident
18 Commander or Deputy) is asked to assist in a review of a fellow IMT member's
19 performance or conduct issue, that representative will abstain from participation if he or
20 she is a member of the same IMT as the employee being reviewed. An alternate
21 committee member will be asked to participate.

22 23 **Team Member Qualifications and Selection**

24 All IMT members will meet NWCG minimum qualification standards as well as any
25 agency qualification requirements for the position(s) being applied for.

26
27 The Operations Committee will solicit applications for Incident Commanders (IC) and
28 Deputies as vacancies occur, and/or at the beginning of the three year commitment
29 cycle. RMCG will approve or disapprove final recommendations. In addition to the
30 current selection process, the RMCG may utilize interviews at the request of a RMCG
31 member for Incident Commanders.

32
33 The Incident Commanders in conjunction with the RMA Operations Committee will
34 select the balance of team membership that will receive final review and concurrence by
35 RMCG. The Great Plains Board of Directors and Team C IC will submit the
36 recommended Team C roster for review and concurrence to the RMA Operations
37 Committee. It will then be submitted with the other RMA rosters to the RMCG.

38
39 All primary IMT members will be selected for a three (3) year IMT commitment period
40 after which all members will need to re-apply. Applications for team membership will
41 include a space where applicant can specify their team preference. Team members may
42 re-apply and be selected for a second consecutive three (3) year period (6 years total)
43 after which time they must apply for a different IMT position. In the event there are no
44 applicants for a position, a former IMT member may apply and be considered for an
45 additional one to three (1-3) year period.

46
47 An IMT member who cannot complete the period of commitment will notify their

1 respective agency RMA Operations Committee representative following notification to
2 his/her Incident Commander. An evaluation of potential job sharing or replacement
3 will be evaluated between the IC, RMC Center Manager, and the RMA Operations
4 Committee representative.

5
6 Type 2 Command and General (C & G) staff qualified individuals will not be assigned
7 to C & G positions on an T1 IMT (including trainee positions) until such time as they
8 have successfully completed a minimum of one year service as a primary C & G staff
9 member on a T2 IMT. Exceptions can be made upon recommendation of the RMA
10 Operations Committee and approval of RMCG.

11
12 Complete team rosters will be provided to RMC by the RMA Operations Committee.
13 Refer to RMG 60 for the link to the rosters.

14
15 Primary team positions that are held by an AD will be reviewed annually.
16 Consideration will be given to replace the AD with a qualified agency applicant.

17 18 **Team Member Recruitment and Nomination Process**

19 A team member recruitment notice will be issued annually by the operations committee.
20 Each agency will be responsible for dissemination of information within their agency.
21 The ICAP (Incident Command Application System) is now being used in the RMA.
22 Refer to the Recruitment and Nomination Process Timetable below.

23
24 Candidates available for team selection will gain approval from their appropriate
25 supervisor for participation for the three-year commitment period or the remaining
26 balance of a current three year term.

27
28 The following applicant status will be used to set priority for three (3) year team
29 selections, annual vacancies, and annual review of AD's holding primary team
30 positions:

31 In-Area Agency/Cooperators*, over;
32 Out-of-Area Agency/Cooperators*, over;
33 In-Area ADs, over;
34 Out-of-Area ADs; over
35 Contractors

36
37 *Out-of-Area is determined by the applicant's "Jetport" as identified in ICAP, not the
38 location of the agency/cooperator they work for.

39 **Other considerations for team selections:**

40 Diversity of representation on teams (Interagency Concept).
41 Training and or position advancement based upon needs of the RMA.
42 Six years of commitment (two consecutive rotations) at any one position.
43 Team Dynamics
44
45

It is the responsibility of the sponsoring agency of an IMT candidate, to ensure the nominee is fully qualified and has the proper documentation uploaded to the ICAP system to support their qualifications and a completed application form. Fire Department personnel (e.g. cooperators) will apply through, and be approved by their State representative on the RMCG. Out-of-Area applicants' applications will be reviewed by the sponsoring agency and approved by the Chair of the Operations Committee. All Out-of-Area applicants must be approved by both GACC Center Managers.

The Operations Committee is responsible for providing the Operations Committee Administrative Assistant a file which will include the ICAP spreadsheets with applicants' names and documentation in support of the team member's qualifications (IQCS/IQS approval in ICAP, Master Record and most recent Incident Qualification Card) for each IMT Command and General Staff member.

Incident Commanders will inform the RMA Operations Committee and the RMC Center Manager of anticipated team vacancies prior to recruitment notice preparation, if vacancies develop during the three year IMT commitment.

Recruitment and Nomination Process Timetable:

- 9/1** Recruit IC, Deputy IC and Trainee ICs.
- 10/1** Apps close for IC, Deputy IC and Trainee ICs.
- 10/7** Great Plains BOD forwards their Team C IC recommendation(s) to the Operations Committee.
- 10/15** IC Recommendations to RMCG by Operations Committee.
- 10/30** RMCG selection of IC, Deputy and Trainee ICs.
- 11/1** Solicitations for team positions sent out with directions for E-authentication and applying through the ICAP system.
- 12/1** Team application period closes in the ICAP system.
- 12/15** ICAP Application quality assurance review (supervisor approval, IQCS approval, IQS/IQCS master record and incident qualification card uploads, JetPort reported) by Operations Committee Representatives with access as Agency Representatives in ICAP.

Prior to January RMA Operations Committee meeting:

Operations Committee Chair and ICs make tentative team selections.

January RMA Operations Committee meeting:

(1 week before RMCG winter meeting)

Operations Committee completes recommended team selections.

Great Plains BOD approves recommended team selections for Team C.

- 2/1** RMCG approves team selections by 2/1.
(and will submit final rosters for posting to the RMC website.)

The newly approved RMCG Type 1 IMT roster will be effective approximately mid-February to coincide with the Rocky Basin Type 1 Team rotation.

5/1 Type 2 IMTs with new roster on call approx. 5/1- 10/15.
(with completion of the annual team meeting in April)

Tracking and Mobilization of IMTs

RMC will coordinate the mobilization of the Incident Management Teams.

Step 1: Before Roster

- RMC will maintain the Type 2 team rotations. The Type 1 team rotation is maintained by EBC.
- RMC notifies appropriate IC of changes in Current-On-Call status outside of established rotation dates.
- The IC will identify and designate 2-3 team members to receive specific ROSS training. ICs will coordinate the training with RMC. Individuals that maintain rosters in ROSS will need to have a thorough understanding of ROSS and the Roster function in ROSS.

Step 2: Build Roster

- IC or designee will coordinate with RMC in maintaining the team roster in ROSS, as well as the current-on-call roster.
- IC or designee will confirm team member availability and job share positions.
- IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
- IC or designee, in coordination with Section Chiefs, will search ROSS to fill vacancies. IC will make direct calls to individuals. Assistance in filling vacancies is also available from local centers.
- IC and RMC Center Manager will determine if team listing meets minimum staffing (RMC will fill vacancies through NIC at time of order).
- RMC will post the current-on-call Roster on the RMC website.

Step 3: Getting an Order

Potential Order

- RMC notifies IC and Dispatch Centers/ Center Managers of potential team order. ICs and Dispatch Centers/Center Managers MAY implement internal "Phone Trees" and contacts based on "Potential Order".
- **IC emphasizes that order is "potential" and no action is taken until "official" order is received.**
- NO mobilization actions occur. No phone calls to Dispatch Centers by team members should occur.
- IC or team designee needs to assure that ROSS Roster is the final one in order for RMC to fill the ROSS order.

Official Order

- To meet work/rest guidelines, no team notification or mobilization will occur

between the hours of 2300 and 0500.

- Between the hours of 2200 and 2300, the IC and Dispatch Centers/On Call Dispatcher will be notified, but no mobilization will occur.
- RMC will notify IC and Dispatch Centers/Center Managers of placed order for team.
- The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel.
- The IC will then advise RMC of arrangements made with requesting unit. This is the **“official finalized”** order. RMC now passes on the date and time needed, as well as the travel mode, to the Dispatch Centers/Center Managers.
- If decision is to fly the team, RMC will coordinate with the dispatch centers regarding charter flights.
- RMC will complete team mob checklist and relay to Dispatch Centers.
- ICs will implement internal team “phone tree”.
- After one hour has passed since RMC has received the **“official finalized”** order, it is permissible for an IMT member to contact his/her dispatch office to gather information on what is known about the outstanding Resource Order, pass travel itinerary, etc, and then begin travel.
- All travel is to be in close coordination with home Dispatch Center. While en route to the incident, the individual and Dispatch Center will maintain contact to confirm the request number and any other outstanding information, as it becomes available.

Checklist for Official Orders

(Ordering considerations - Add to Special Needs as appropriate)

- What is the Requesting Unit’s “Preferred Transportation” for IMT? Fly or Drive? What is the closest jetport if flying?
- When is the initial team briefing to be held? Where is it to be held? Get the address.
- Are “Rental Cars, POVs, Cellphones, Laptops” authorized? If yes, for whom?
- Is the “Date and Time Needed” negotiable?
- Are ADs authorized? Are there any limitations? Example: California will not allow incoming teams to have ADs on the command and general staff.
- Trainees:
 - How many are authorized to accompany team?
 - Are trainees authorized for miscellaneous Overhead?
- Are there special conditions? Example: a team member meeting up with the team several days later.
- S-420/520 Mentoring Program. Has the IC checked with the host agency about this? Coordinate the ordering details with the affected personnel.
- Short or long team if request is for out of Rocky Basin Area.

Step 4: Travel

- Document and relay “Mode of Travel” to Dispatch Centers (via checklist).
- Work/Rest ratios will be followed by individual team members and will be documented in team SOPs.
- **There will be no travel** before **“official finalized”** resource order is received at RMC.

- Dispatch Centers will call RMC to get verbal authorization to travel if the official team order has not been processed after one hour.
- Team members will notify home Dispatch Center of travel plans before leaving. This includes vehicle IDs, ETD, ETA, RON locations. (RON = remain overnight) Cellular phone #'s.
- Receiving unit is responsible for the return travel.

Team Configuration

Guidelines for the configuration of the RMA Type 1 IMT and the Type 2 IMTs will follow direction specified in the NMG 60. Current RMA IMT configuration in the Mob Guide reflect the number of positions reflected in the NMG 60 with the exception noted in Ch. 60 page 268 lines 17-20. IMT configuration and size for assignments within the RMA are reflected separately in the RMA Mob Guide as approved by the RMC.

- Units within the RMA will order teams by Type (1, 2). A long team configuration for both Type 1 and Type 2 will be the normal response within RMA, unless the requesting unit specifically requests a short team. (Total of 9 positions, C&G, Refer to NMG 60.)
- IMTs dispatched outside the RMA will follow the configuration as stated in the NMG 60. The mobilization of additional positions at the time of dispatch will only be made with the authorization of the receiving Agency Administrator after consultation with the Incident Commander.
- The RMA Type 1 IMT will be statused and maintained in a long team configuration based on rosters identified for both in and out of geographic area assignments in the RMA Mob Guide. (Refer to RMG 60) The Great Basin Team configuration will be accepted within the RMA.
- If a short team is mobilized, the remaining long team members (Type 1 & 2) will be kept on-call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments with IC approval.

Trainees

Every effort will be made to dispatch trainees in the order that has been prioritized by the RMA Operations Committee. (The RMA prioritization trainee program maintains and utilizes a list for mobilization. See RMG 60)

- Within the RMA, the Operations Committee will approve designated trainees that are attached to the IMTs. For national dispatches, six (6) trainees are allowed for the Type 1 IMT and the number of trainees will be negotiated for Type 2 IMTs. Dispatch of additional trainees requires approval of the ordering unit and will be negotiated for acceptance by the IC. Prior to mobilization, Coordination Centers will make every effort to find substitutes for those trainees unavailable due to on-call rotation.
- With the approval of the IC as coordinated with RMC, assigned trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level. If approved by the IC, trainees attached to the teams will be the highest priority for equivalent assignments.
- RMC will maintain priority lists of shortage positions and trainees as provided by the Operations Committee by the Spring Team meeting. RMC must be notified of

an individual's unavailability prior to mobilization. In the event that the assigned trainee is not available for their on-call period, the IC or designee will automatically fill IMT trainee slots with another on the trainee list. These lists will also be used to fill requests for individual overhead trainee positions.

- Trainees are not permanent team members. Upon fulfilling the on-the-job requirements, an assigned trainee has completed their time with the team, and a new trainee will be assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent fire season.
- Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Task Books and a formal performance rating. The Incident Commander is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit and Chair of the RMA Operations Committee. The Chair of the RMA Operations Committee will coordinate with the RMC Coordinator and the IC regarding the assignment of former trainees to IMT vacancies, and with the employee's home agency in the event there are performance issues.

Substitutions

- The RMA Type 1 and 2 IMTs will be considered ineligible for assignments if both the assigned IC and Deputy are unavailable, or if more than two Command/General Staff positions cannot be filled. (Command/General Staff includes an IC, SOF, PIO, OSC, PSC, LSC, and FSC.)
- Substitution of IMT members during assigned availability periods will be made by the IC or designee based on the Availability lists. Every effort will be made to substitute any team position within the IMT respective geographic area.
- Generally, substitutes will be assigned for the entire remaining call-out period.

S-420/520 Incident Management Team Mentoring Program

RMA has adopted a mentoring program where mentees are assigned to RMA IMTs. The focus and priority of the mentoring program is for S-420/520 applicants to enhance their skills and increase learning opportunity in successful completion of the course. Additionally, entry level individuals seeing IMT exposure and familiarization may be identified as Type 2 IMT Mentees (with S-420 candidate mentees taking priority over these types of mentees). Mentees will be assigned to RMA IMTs and will go out with the team as opportunity arises. The IC will coordinate the use of mentees with the host agency. (Refer to NMG 60)

The intent of S-420/520 applicants participating in the mentoring program on a Type 1 or 2 IMT assignments is not to necessarily function as a trainee working on a Task Book. Rather, it is to allow the applicant to spend quality time on an actual incident with one or each of the Command & General Staff positions, observing team dynamics, position roles, and interrelationships. In addition, each applicant should be provided with contact information for individual(s) currently qualified for the position to which they are applying. The applicant should be encouraged to contact that individual(s) with any questions or concerns that may arise during the mentoring process.

The intent of entry level individuals participating in the mentoring program on Type 2 IMT assignments is to provide exposure to IMT functionality, team dynamics, position roles, and interrelationships. Mentoring opportunities for these types of individuals should be used to help determine if they have an interest and potential in future IMT participation, and should be identified as a mentee for a specific functional area (i.e. Finance Mentee, Logistics Mentee, etc.). These types of mentees should be limited to only the number of assignments necessary to provide an appropriate IMT overview (2 or 3 quality assignments), then be rotated off the roster to make room for other mentees.

Job Sharing

Job Sharing of primary team positions has been adopted by RMA to facilitate individual work commitments while maintaining team availability and continuity.

Job Sharing will be identified on the individual(s) application and will be considered by the Operations Committee in their normal team selection process.

Following RMA procedure, only one individual will be placed in the shared position on the team roster per call-out period. Job Share positions and individuals will be identified as such on team roster.

Replacing Assigned Team Members

Incident Commanders will contact the RMA Operations Committee Chair and RMC Center Manager to request permanent replacement of an assigned team member. The request will include the reason for the request and names of suitable replacements.

The Center Manager will obtain a list of qualified replacements and notify the Ops Committee Chair. The Ops Committee Chair will review the non-selected RMA Applicant list for potential replacement(s) per their Operating Guide. The Ops Committee Chair will contact committee members regarding the request, gain consensus for the replacement, and notify RMC of the replacement request result.

Incident Commander Input to Rocky Mountain Coordinating Group

Incident Commanders are encouraged to attend all RMCG and RMA Operations Committee meetings.

National Area Command Teams (Refer to NMG 20; RMG 60)

RMA hosts 1 Area Command Team (Loach) on the national rotation.

In most situations, an Area Command should be established when any of the following occur:

- A large complex incident where two or more Incident Management Teams are assigned.
- Several large incidents in close proximity to each other when three or more Incident Management Teams are assigned and the duration of the incidents is estimated to be at least 7-10 days.

National Incident Management Organization Teams (NIMO)

(Refer to NMG 20 and NMG 60)

Incident Support Teams

Teams will be ordered using an Overhead Group request in ROSS, and filled with a roster.

Buying Teams (BUYT) (Refer to NMG 20, 60, PMS 315, IIBMH Ch. 40)

The Great Basin and Rocky Mountain Areas have established National Interagency and Type 2 Buying Teams. The teams are on a one week, on-call rotation schedule. When activated, a Buying Team will be assigned to and work for the Line Officer or designated Agency Representative of the host unit.

Rocky Mountain (RM)/Great Basin (GB) Buying Team, hereafter known as the Rocky Basin, members are attached to their team and are unavailable as individual overhead, unless the team stands down.

The teams will be requested as a team only through established dispatch channels, and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Officer of the host unit will provide those accommodations and services that are necessary for the unit to function. Rocky Basin Buying Teams will comply with PMS 315 as well as the Rocky Mountain/Great Basin Buying Team Standard Operating Guidelines found in the regional supplements to the IIBMH.

National Interagency Buying Teams

The Great Basin and Rocky Mountain Geographic Areas strive for two (2) National Interagency Buying Teams. The National Interagency Buying Teams are also on the national rotation for assignments outside the geographic areas. These teams will be identified on the national rotation as “Rocky Basin”. Teams are identified by the Buying Team Leader’s last name. Refer to the NMG 60 for team configuration.

National Interagency Buying Teams consist of seven (7) positions: two (2) qualified procurement personnel, one (1) procurement or leader trainee, and four (4) personnel support positions, including one (1) trainee. Support personnel from the incident agency may be used. (Refer to the IIBMH 20 and 40)

- National Interagency Buying Teams shall be ordered for all National Interagency incidents in the Great Basin Geographic Area. This is recommended in the Rocky Mountain Geographic Area.
- Buying Team status and the ROSS roster will be maintained by the GACC of the Team Leader.
- All Buying Team members will be ordered through and mobilized by their respective GACC/home (local) dispatch center.
- The Rocky Basin National Interagency Buying Team call-out schedule is a year-round rotation.
- Team Leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
- Once a team has been mobilized, the next team in rotation will be notified and

placed on 24 hour call status for the remaining period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.

- Once the Rocky Basin National Interagency Buying Teams are committed, additional team(s) must be obtained from the National Rotation.

Geographic Area (Type 2) Buying Teams

The Great Basin and Rocky Mountain Geographic Areas have three (3) Type 2 Buying Teams on a combined Great Basin/Rocky Mountain one week rotation. Teams will be identified by the Buying Team Leader's last name.

Geographic Area (Type 2) Buying Teams consist of four (4) positions: One (1) qualified buying team leader (procurement specialist), one (1) buying team leader trainee who is a qualified Buying Team member (BUYM) and serves as Assistant Leader, one (1) support personnel position who is a qualified BUYM, and one (1) BUYM trainee position. The BUYM Trainee position will not have a pre-rostered person assigned. As the Buying Team comes up on rotation, the BUYL will select the trainee from a priority list provided weekly by the GB/RM Buying Team Coordinator. Upon selection and confirmation of the trainee's availability, the BUYL will notify the GACC of that fill for the Buying Team roster. Support personnel from the incident agency may be used. (Refer to the IIBMH 20 and 40)

Geographic Area (Type 2) Buying Teams shall be ordered for all Type 2 incidents in the Great Basin Geographic Area. This is recommended in the Rocky Mountain Area.

- Buying Team status and ROSS roster will be maintained by the GACC of the Team Leader.
- All Buying Team members will be ordered through and mobilized by their respective GACC/Home (local) Dispatch Center.
- The Rocky Basin Type 2 Buying Team call-out schedule will start on approx. April 24th at 0001 hours MDT, and end on approx. Oct. 8th at 2400 hrs. MDT. Refer to RMG 60 for the rotation schedule.
- Team Leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
- Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.
- EBC will maintain the Type 2 Buying Team rotation lists.

Buying Team Substitution Procedures

For both National Interagency and Geographic Area (Type 2) Buying Teams, a substitute can be filled from the Buying Team Alternate member list. (Refer to RMG 60) It is the responsibility of the Buying Team Leader and/or Buying Team Coordinator to provide substitutions and an updated roster to the appropriate GACC. Substitutes will be assigned to the Team for that call-out period.

1 If an alternate leader is not available to substitute, the next team will move up to on-call
2 status.

3
4 Every effort will be made to substitute Buying Team personnel within the Rocky
5 Mountain/Great Basin Geographic Areas. In the event sufficient resources are not
6 available within the Rocky Mountain/Great Basin geographical boundary to fill all team
7 positions, the resources may come from other areas. The Buying Team Coordinator
8 will maintain a list of in-GACC qualified BUYM alternates, as well as a prioritized list
9 of BUYM (t) trainees from whom BUYLs may select needed resources for their Buying
10 Team when on call in the rotation. Team assignments from the list are for that call-out
11 period only.

12
13 The resource must be rostered prior to mobilization; the substitutes will not be filled
14 during the mobilization process. Vacant positions will be filled through normal
15 dispatch channels by the requesting unit/GACC/NIC, if the sending GACC has been
16 unable to fill prior to mobilization.

17 18 **Procedures for Notification of On-Call Status**

19 The Team Leader will ensure that the appropriate Coordination Center has a current
20 roster prior to the on-call date. The Coordination Centers will notify the team leader of
21 any changes to the rotation. Team members are responsible to know the on-call
22 schedule and be available, and to inform their Team Leader and local dispatch of
23 availability status during their assigned week so that replacements can be named.

24 25 **Procedures for Mobilizing a Buying Team**

26 All orders for Buying Teams will follow standard dispatch channels. When a Rocky
27 Basin Buying Team is mobilized within the RMA or GB, the requesting GACC will
28 place the order for the teams with the respective managing GACC, as appropriate.
29 Mobilization information will be processed through regular dispatch channels.

30
31 During high fire activity incident agencies are encouraged to share Buying Teams with
32 neighboring units. Buying Teams can be supplemented with additional support
33 personnel to ensure the needs of all incidents are being met.

34 35 **Reassignment/Demobilization**

36 Normal demobilization procedures for Buying Teams will involve demobilizing the
37 entire team at the same time. In certain circumstances, a unit can request continued
38 assistance from an individual team member after the team departs and upon approval of
39 the team's leader. If so, an assignment extension request may be needed. (Refer to
40 NMG/RMG 10.) Reassignments will occur as needed.

41
42 Buying Team Performance Evaluations will be completed by the agency representative
43 for all incidents within their jurisdiction. Performance evaluation forms or narratives
44 shall be completed and forwarded to the appropriate Coordination Center Manager.

Roles and Responsibilities for Team Coordination and Mobilization

Geographic Area Coordination Center: Each GACC will maintain the status of their buying teams. Each center will notify the other of Buying Team mobilizations within their geographic areas.

Unit Dispatch Centers: Responsible for statusing and mobilizing team leaders and/or members within their dispatch area.

Team Leaders: Responsible for their team. Assures availability of members and to provide substitutions and an updated roster to the appropriate GACC for each call out period.

Team Members: Responsible to know the on-call schedule and be available during the on-call period. Provide sufficient notice to their team leader and dispatch center of availability or unavailability prior to each alert period.

Refer to Ch. 40 of the Interagency Incident Business Management Handbook

Administrative Payment Teams (APT) (Refer to NMG 20, 60)

Burned Area Emergency Response Teams (BAER) (Refer to NMG 20, 60)

Critical Incident Stress Debriefing Teams (CISD) (NMG 20)

Critical Stress Management Teams will be ordered under the following circumstances:

- Line of Duty Death
- Shelter deployment with burn-over
- As requested by unit managers

Each dispatch center will pre-identify local source(s) for Critical Stress Debriefing Teams. Ordering a team may be done at the local level through dispatch. If none available locally, the order can be placed through RMC.

National Fire Prevention/Education Teams (NFPET) (Refer to NMG 20, 60 & RMG 60)

Wildland Fire and Aviation Safety Teams (FAST) (Refer to NMG 20)

In addition to the guidance found in the NMG, here are some RMA ordering considerations:

- Cell phones/laptops with wireless/air card/internet capability will be required, and should be reflected on the resource order in special needs.

Aviation Safety Assistance Team (ASAT)

(Refer to NMG 20)

The agency or group ordering a national or specialized team will initiate through RMC to ensure coordination and communication with all partnering agencies.

Human Resource Specialist

(The following applies to incidents on USDA-Forest Service lands only).

A Human Resource Specialist (HRSP) will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

Union Representative

Incident Commanders of Type 1 and Type 2 IMTs are responsible for notifying the applicable Coordination Center via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Coordination Center will notify the Center Manager, who in turn will notify the Regional Union Vice-President. Notification will include the fire name and the name of the Incident Commander.

R2 Regional Vice President of Union

Karen Mora

Fort Collins, CO

970-295-5715

Incident Business Advisor (IBA)

An Incident Business Advisor will be assigned to Type 1 or Type 2 incidents on all federal incidents. Trainees will be negotiated with the hosting unit prior to mobilization.

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Equipment/Supplies

The Rocky Mountain Coordination Center (RMC) and the Rocky Mountain Cache (RMK) are responsible for coordinating movement of equipment and supplies within the Rocky Mountain Area. (See the National Cache Management Plan for more details.)

The National Cache for the Rocky Mountain Area (RMA) is located in Lakewood, CO, at the Denver Federal Center. A valid picture ID is needed to enter. If entry is after hours, you will need to provide RMK with the truck and driver information in order to be cleared through security ahead of time.

Units and Sub-units should maintain an initial attack cache independent of the national cache system. An initial attack cache should consist of an inventory of equipment and supplies available for Unit/Sub-unit firefighting personnel. (See the National Cache Management Plan for more details.)

Equipment/Supplies Mobilization (Refer to NMG 20)

For extended attack, contracted resources awarded under the competitive solicitation process shall be mobilized using established dispatch procedures before at-incident agreements are issued on Federal Fires.

For initial attack, dispatchers will follow the “closest forces” concept and utilize locally available resources.

Requests for equipment and supplies will be ordered in two specific categories: “E” for Equipment and “S” for Supplies.

Examples of Equipment resources:

- National Contract Mobile Food Services (Caterers)
- National Contract Mobile Shower Facilities
- Rolling Stock – engines, water tenders, dozers, etc.
- Fire helitorches, probeyes, etc.

Supplies are identified as materials or goods not defined in any other resource category or service category.

Examples of Supply resources:

- Tele-Communication Items (NIRSC Systems and Kits)
- PRAWS, IRAWS
- **All NFES Items**
- Mobile Cache Vans and Sub Kits
- Local purchases

All supply orders should be ordered on a Resource Order Form. All supply orders for NFES items that are ordered through dispatch channels to RMK must be processed via ROSS. **If faxed, emailed or sent electronically in ROSS, this should be followed by a confirmation telephone call.**

If NFES supply items are going to be picked up at RMK, select the “Will Pickup At Cache” button from the New Request screen in ROSS. Complete the required information.

If items are to be shipped, refer to the following shipping instructions.

Shipping Information in ROSS:

Due to known ROSS/ICBS-R interface bugs, the following information is critical to be added into the Shipping Instructions block, and NOT the Shipping Address block in the New Request Screen in ROSS. Note: If the “Shipping Instructions” field is populated, the “Shipping Address” field will default to the phrase “see Shipping Instructions.” Refer to http://ross.nwcg.gov/tips/ROSS_ICBS_tips.pdf

The following information should be entered into Shipping Instructions:

- Street address (Shipping address) including zip code
- Contact information for person(s) picking up the NFES item(s)
- Any Special requirements (Hold and call, pick-up at XYZ air freight, local office closes at 1800, Security needs to be notified, locked gate, etc)

Use the NFES Resource order print option for NFES Supply items to view the resource order request.

Equipment orders will be processed via ROSS as available through normal dispatch channels.

Place Orders for these items with RMC using NFES #'s	Place orders for these items with RMK	Dispatch places locally or with Buying Team:
Radios Kits	NFES Supplies	Non-NFES Items
Mobile Cache Vans		
IRAWS		
PRAWS		

Dispatch Centers, Expanded Dispatch, Incident Management Teams will place all Supply Orders (NFES Catalog items) with the Rocky Mountain Area Cache (RMK) with the exception of National NFES resources listed in first column above.

Dispatch Centers will process Supply Orders via ROSS for Type 1 & 2 IMT fires from the onset until the IMT assumes management of the incident.

When assigned, delegated and authorized, Type 1 and 2 Incident Management Teams may order direct to RMK. When Supply Orders are processed outside of ROSS they must be assigned/given a block of S-numbers starting with S-100,000 and ending with

S-199,999 to be compatible with the ICBS-R system. (Interagency Cache Business System Re-engineering Project)

Type 1 and 2 Incident Management Teams will deal directly with the cache (RMK) for supply orders (NFES cache items) needed to support the incident.

Dispatch Centers will process Supply Orders from Type 3, 4 & 5 incidents and fill what they can locally, then place the remaining items with RMK via ROSS.

RMK cannot accept cache requests from a source other than RMC, Unit Dispatch Centers, Expanded Dispatch Offices, Type 1 & 2 Incident Management Teams or other National Caches.

If RMK is Unable To Fill a request, RMK may coordinate the order directly with the closest national cache, which can fill the order in a timely manner. Shipping Status information transfer to the ordering unit is the responsibility of RMK.

IMT Supply requests for non-NFES items (items not listed in the National Supply and Equipment Catalog) will be directed to the Buying Team, or to Dispatch if no Buying Unit is in place.

Strike Teams: Engines

Only orders for Single Engines will be processed through dispatch channels. Strike Teams and Task Forces will be **formed at the local level**. When strike teams are ordered, the local dispatch office will be responsible for assigning individual "E" request numbers to each of the five engines making up the team. Dispatch will verify if a Strike Team Leader (STEN) is needed. If a STEN is needed, Dispatch will assign an "E" and an "O" request number

Equipment/Supplies Demobilization (Refer to NMG 20)

When demobilizing contracted equipment, vendors awarded Incident Blanket Purchase Agreements (I-BPAs) as a result of competitive solicitations, shall be given priority to remain on the incident over resources with At-Incident Agreements, unless the IC determines it necessary to deviate based on a specific incident need or objective.

Equipment will be released to home unit on the order and request number used to mobilize those resources. Equipment release information must be promptly relayed through established ordering channels if outside normal business hours.

After coordinating with RMK/RMC, return National Incident Radio Support Cache (NIRSC) command and logistic kits to Boise immediately after determination of no further need. Ship them directly to Boise via airfreight or charter aircraft or transport them to the nearest Interagency Support Cache, which will forward them to Boise.

All equipment and supplies must be released when surplus to incident needs. The Incident Commander and the Logistics Section Chief are responsible and accountable to ensure the manifesting and return of all items. When management of the incident is turned back to local unit from the Incident Team, all remaining supplies and equipment will be hand receipted to local organization.

Return of all capitalized equipment shall be a coordinated effort through established dispatch/cache channels to ensure proper credits and to clear records. Property items may be returned direct to home unit from the incident. The owning unit is responsible for refurbishing returns with costs being charged to the incident.

All mechanized equipment and fuel containers will be EMPTIED and purged prior to returning to fire cache, as per Hazmat requirements.

Prior to demobilization, the Logistics Chief is responsible for coordinating with RMK Cache Manager for Hazmat.

Ordering a Cache Demobilization Specialist (CDSP) is strongly recommended for all Type 1 and 2 incidents and as deemed necessary.

National Interagency Support Cache Ordering Procedures (Refer to NMG 20)

NFES Items in Short Supply (Refer to NMG 20)

Field Office Replenishment During Fire Season (Refer to NMG 20)

If a unit uses their initial attack cache on a fire, it shall be permissible to reorder from RMK to restock the initial attack cache.

If a restock supply order is being submitted by a local IA cache at the same time orders are being processed by an IMT, two separate orders should be submitted specifying each delivery point or location. The orders may be combined by the RMK for costs and efficiency on a single vehicle for delivery; however, delivery will be made to the separate locations.

When tools are ordered with the intent of replacing tools used on a fire, the used tools shall be shipped to RMK to be refurbished. All costs incurred shall be charged directly to the fire. This method should help local units maintain a current up-to-date stock and assist with adequate turnover.


National Cache items shall not be sent as replacement and/or restock, except where like quantities are returned from the incident. No Accountable Cache items will be sent for restock against an incident order.

Field Office Replenishment Outside of Fire Season (Refer to NMG 20)

Incident Replacement of NFES Items (Refer to NFES Catalog & NMG 20)

Replacement orders must be processed within 30 days of control of the incident. Incident replacement orders must be placed one per incident.

1 Prior to release from an incident, personnel may request replacement of equipment and
2 supplies that were consumed, lost, damaged or rendered unserviceable on the incident.

3
4  The IMT or other approved incident personnel may authorize replacement of items at
5 the incident if available, or by approving and using an Incident Replacement
6 Requisition; OF-315/NFES 001300 for replacement of NFES items by the incident's
7 servicing cache. Should the replacement of the approved items not be feasible prior to
8 demobilization of the requesting resource, the incident's servicing cache will forward
9 the request to the resource's servicing cache. Caches may only process requests for
10 NFES items. Requests for non-NFES items should be requested on a separate approved
11 incident replacement requisition to be processed by the home unit.

12
13 Responsibilities: The leader of the resource dispatched to each incident is responsible
14 for ensuring their replacement requests are documented on the incident replacement
15 requisition form.

16
17 Please refer to the current Interagency Incident Business Management Handbook
18 (Chapter 30) for procedures dealing with replacement of non-NFES supplies and
19 equipment.

20
21  **Incident Replacement: Type 1 and Type 2 Incidents**

22 The incident Supply Unit Leader (SPUL) will be responsible for handling incident
23 replacement requisitions when a Type 1 or Type 2 IMT is assigned. The SPUL
24 approves replacement requests based on Engine Accountability sheets or other
25 equipment inventory documents approved by the requesting resource's home unit. The
26 use of the Incident Replacement Requisition Form (OF-315) is required.

27
28 If equipment and supplies are available at the incident for replacement, the request is
29 filled at the incident supply unit.

30
31 If equipment and supplies are unavailable at the incident for replacement, AND the
32 requesting resource is not being immediately demobilized, the Supply Unit will place a
33 resource order for needed items through appropriate channels to the servicing fire
34 cache. The order will be shipped to the incident and replacement will take place at the
35 Supply Unit.

36
37 If equipment and supplies are unavailable at the incident for replacement, AND the
38 requesting resource is being demobilized, an Incident Replacement Requisition will be
39 completed by the Supply Unit and forwarded to the incident servicing cache. The
40 servicing cache will then determine if the order should be forwarded on to the
41 requesting resources geographic area cache for delivery.

42
43 Authorized approvals and signatures MUST be included on the requisition. For Type 1
44 and 2 incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics
45 Section Chief, Support Branch Director, Incident Commander or Agency Administrator
46 or Representative.

The Supply unit leader is responsible for approving the form and for providing an “S” request and NFES number for each item ordered. When the Expanded Dispatch issues the request numbers, they will be responsible for providing “S” request numbers.

Incident Replacement: Type 3, Type 4 and Type 5 Incidents

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type 3, 4, and 5 incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource’s home unit.

If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate dispatch channels to be inputted into the ROSS/ICBS interface to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, and Incident Replacement Requisition will be completed by the host unit and forwarded to the local dispatch unit for input into the ROSS/ICBS interface and sent to the servicing cache. The servicing cache will then forward to the requesting resources geographic area cache if applicable.

Type 3 and 4 incident approvals are limited to the Agency Administrator or Representative (i.e. Fire Management Officer).

Replacement orders must be processed within 30 days of control of the incident.

The incident’s serving cache may forward completed requisitions to the requesting unit’s geographic area cache for processing.

If the cache is unable to fill the request (i.e. does not stock item), the cache will forward request to the closest cache that does stock the item for processing.

Incident replacement requisition and resource order request will provide replacement authorization and can be submitted to the Rocky Mountain Area Cache via ROSS along with an OF-315 (Incident Replacement Requisition Form). Notification should be made to RMK by phone regarding this replacement request.

Incident to Incident Transfer of Equipment and Supplies (Refer to NMG 20)

National Incident Radio Support Caches (NIRSC) (Refer to NMG 20)

RMC will preposition at RMK two NIRSC starter systems (NFES #4390) from May 15 - Oct 15, annually, and up to four starter systems based on need.

RMC will order the prepositioned starter system(s) on a R02 Radio Kit Staging/Preposition Supply resource order. When the NFES #4390 is transferred/committed to an incident, RMC will order a replacement starter system(s), and the shipping costs will be charged to that incident.

A replacement Starter System may be requested after commitment of a prepositioned Starter System. Replacement Starter Systems may not be filled where congestion of spectrum is an issue. In these instances, special frequency Starter Systems will be built on an as needed basis and shipped to the incident.

All radio kit resource orders require “Bill-To” information entered into the Special Needs area on the New Request Screen in ROSS. Where possible, the names and contact information of the pertinent parties should also be included.

Shipping Information in ROSS:

Due to known ROSS/ICBS-R interface bugs, the following information is critical to be added into the Shipping Instructions block, and NOT the Shipping Address block in the New Request Screen in ROSS. Note: If the “Shipping Instructions” field is populated, the “Shipping Address” field will default to the phrase “see Shipping Instructions.” Refer to http://ross.nwcg.gov/tips/ROSS_ICBS_tips.pdf

The following information should be entered into Shipping Instructions:

- Street address (Shipping address) including zip code
- Contact information for person(s) picking up the NFES item(s)
- Any Special requirements (Hold and call, which airport to charter into, pick-up at XYZ air freight, local office closes at 1800, Security needs to be notified, etc)

Use the NFES Resource order print option for NFES Supply items to view the resource order request.

A roster of individual radio components will accompany the radio’s systems. A qualified Communication Unit Leader shall be required when a National system is mobilized.

NIRSC radio systems will generally be shipped via charter or commercial air if being shipped directly from NIRSC. The NIRSC radio systems will normally be released/demobilized back to Boise directly from an incident. Dispatch Centers shall coordinate with RMK/RMC on the release and required transportation.

Radio Mobilization (Refer to NMG 20)

Radio Demobilization (Refer to NMG 20)

Incident Remote Automatic Weather Station (IRAWS, NFES #5869)
(Refer to NMG 20)

Project Remote Automatic Weather Station (PRAWS) (NFES #5870)

(Refer to NMG 20)

National Contracts - Mobile Food Services and Mobile Shower Facilities

(Refer to NMG 20)

NIC has standard National contracts for catering services. Each Dispatch Center maintains catering service and shower unit contract information (National Contract Mobile Food Service and National Contract Mobile Shower Facilities).

Orders for food service and shower units that are on National Contract shall be placed on an Equipment order through appropriate channels to NIC. Area, Dispatch Center, or local offices shall not place orders directly to National contract food service/shower units.

Orders for National Food Service and Shower Units require a physical address with zip code in special needs and/or reporting instructions in ROSS.

An order for a national catering service must be accompanied by a **completed Mobile Food & Shower Service Request** form **before** the order will be submitted to NIC.

When necessary, as determined by the incident, a Contracting Officer's Technical Representative (COTR) may be ordered through the appropriate geographic area.

Items to consider when ordering Mobile Food Services:

- The government is responsible for providing potable water and the removal of gray water.

Items to consider when ordering a Shower Unit:

- Requests for Shower Facilities require the approximate number of personnel to service, estimated duration, and date/time the showering is to begin. Put in Special Needs.
- Determining size: Large capacity (12+ shower heads) or small capacity (4 – 11 shower heads) Put capacity needed in Special Needs. Rule of Thumb for shower unit production: 75 persons per shower head.
- A completed Mobile Food & Shower Service Request form may be required before the order can be submitted to NIC.
- The government is responsible for gray water removal.

Mobilization

(Refer to NMG 20)

Reassignments

(Refer to NMG 20)

Demobilization

(Refer to NMG 20)

Contract Resources

Definitions:

Cooperators: An agency with which resources are shared as authorized in a cooperative agreement. (Examples: Fairmount Fire Protection District, Natrona County, or Maybell Volunteer Fire Department.)

Contractors: Private sector personnel, vendors, or businesses contracted to provide goods and services to a government agency.

Types of Solicitations and Agreements:

Contractors are signed up pre-season either competitively or non-competitively on an Incident Blanket Purchase Agreement (I-BPA) (formerly Emergency Equipment Rental Agreements (EERAs) were used).

Competitive:

Competitive pre-season I-BPAs are awarded using a Best Value Award process and by Choosing by Advantages (CBA) methodology to determine the dispatch priority. Award is based on price, acceptable past performance, qualified personnel and minimum equipment standards. The CBA determines the priority dispatch order for the resources on the Dispatch Priority List (DPL) based on various equipment and/or personnel attributes.

Non-competitive:

Non-competitive agreements may be awarded both **pre-season** and **at-incident**, but do not follow a Best Value dispatch order.

At-incident EERAs are used to contract resources not available through the I-BPA competitive process due to unavailability or exhaustion of the resources on the DPL and other established dispatch ordering channels.

At-incident EERAs are valid only for the duration of the incident for which they were signed. Once the incident releases the contracted resources, the agreement is no longer valid.


DOI EERAs that may still be valid from previous years can still be used for local initial attack. They may also be used for extended attack/large fire support after exhausting resources on the DPL.

Dispatch Priority:

Dispatch priority will be given to contracted resources under competitive agreement for all extended attack incidents or planned support needs (severity).

Dispatch priority for contracted resources does not preclude the government from using any Agency or Agency Cooperator owned resources for initial attack or extended attack/large fire support before ordering contracted resources under agreement.

The guiding principle in dispatching resources to an incident will be closest forces to meet the date/time needed which can be determined using MapQuest, Google maps, etc., and the contract requirement of 45 mph. See contract for further information.



1 All contacts and actions need to be documented in the appropriate system of record
2 (CAD, ROSS or log). Key items to document include point-of-hire, drivers name and
3 contact info; last 5 digits of the VIN #, any vehicle/equipment information not included
4 in the ROSS resource item.

5 **Dispatch Priority Lists (DPLs)**

6 Dispatch Priority Lists are generated for all contracted resources awarded under
7 competitive solicitations. Each contracted resource has an identified Host Dispatch
8 Center or Geographic Area Coordination Center (GACC).
9

10
11 Host Dispatch Centers will follow the established DPL ranking order when ordering
12 available contracted resources.


13
14 Resources contracted competitively must be statused “available” in ROSS in order to
15 use the DPL rankings. (This pertains to resource item resources only; all others (Fill
16 with Agreement resources) require manual communication between vendor and home
17 dispatch office to establish availability.

18 For more information see: <http://gacc.nifc.gov/rmcc/logistics/equipment.htm>
19

20 Refer to the National Interagency Dispatch Standard Operating Guide for Contracted
21 Equipment/Resources – June 2012. <http://www.nifc.gov/nicc/logistics/references.htm>
22

23 If all available resources on the DPLs are depleted within the Host Dispatch Center,
24 orders will be placed utilizing established dispatch procedures.

25 State agencies may have varying procedures and authorities for hiring private
26 equipment. Buying Teams involved in hiring equipment for incidents are encouraged to
27 consult agency-specific guides or appropriate State personnel.



28 **In the RMA all hiring of equipment/services from DPLs will be done by the**
29 **hosting dispatch office.**

30 **Resource Ordering and Status System (ROSS)**


31 All requests for contracted resources will be placed in ROSS using established ordering
32 procedures.

33 At-incident agreements should be filled in ROSS with the “Fill with Agreement”
34 function, using established naming conventions and data entry standards.

35 Refer to the National Interagency Dispatch Standard Operating Guide for Contracted
36 Equipment/Resources June 2012 on filling requests with ROSS resource items.
37
38

39 **Portable Retardant Base**

40 Portable/mobile retardant bases are available through EERAs established in the
41 National Long-term Fire Retardant Requirement Contract. This contract can be
42 accessed at the following website: www.fs.fed.us/fire/contracting. Portable/mobile
43 retardant bases may be ordered directly by the local user agency under the provisions in
44 the contract.



45 There are different sizes of portable/mobile retardant bases, depending on the size and
46 number of aircraft to be supported.

Mobile Cache Vans (NFES #2069)

(Refer to RMG 70)

There are six (6) mobile cache vans available in the Rocky Mountain Area for use on Type 1 or Type 2 incidents. The cache vans will remain a part of the RMK inventory when at prepositioned locations. A RMK equipment resource order will be processed for the initial tractor transport of the cache van to prepositioned locations.

Should an incident need a mobile cache van, the order is placed on a ROSS supply order and sent to RMC, who will coordinate with RMK to fill the order.

Refer to the National Fire Equipment System (NFES) catalog for a listing of van contents. Refer to RMG Ch. 70 for a listing of the sub-kit (NFES# 008602).

Locations of the vans are listed in RMG 70. Cache Vans belong to RMK and all cache van contents are considered part of the RMK.

All cache vans will be refurbished at the RMK or by qualified Fire Cache personnel at the pre-position locations to ensure cache vans are ready and contents meet minimum NFES and area standards.

An Equipment Order will be processed for a truck to transport the van to the incident or back to RMK. It will be coordinated with RMK by RMC and the hosting dispatch.

The area fire cache manager is responsible for annual site inspections to ensure cache vans are ready and contents meet minimum NFES and area standards.

Costs for transport, unscheduled maintenance, or abnormal wear of cache vans will be charged to the benefiting incident. Annual preventative maintenance will be charged and prorated to a pre-designated account to spread the costs equally against all activities. Preventative maintenance may include complete inspections, lubrication, parts replacement on an as needed basis. The incident benefiting from the cache van will be responsible for charges of the cache van to the incident, driver standby, and return travel to RMK.

Arrangements and cost of transportation of cache vans and supplies back to RMK are the responsibility of the receiving incident. Prior to making local transportation arrangements for return of a cache van to RMK, please contact RMK/RMC to see if a tractor is already in the general area delivering a van; or if other cache vehicles are in the area that could possibly be available to carry a return load.

Cache vans will be emptied immediately at the incident and returned to RMK for restock in preparation for the next incident, unless negotiated and approved with RMK/RMC.

When determining date and time needed, ensure that appropriate lead time is allowed to have team personnel or an agency representative in place at the delivery point to unload and sign for the contents.

Items to consider when ordering a Mobile Cache Van

- Reminder to order the sub-kit as a support request. See RMG 70.
- Transportation: A support equipment order may be required.

Aircraft Operations

(Refer to NMG 20)

Aviation resources are used for preparedness activities, supporting emergency incident operations, burn area rehabilitation projects, resource management project work, and administrative movement of resources. Requests for aircraft will be for official use and within Agency policy.

Reminder: Generally, all aviation resources are considered Initial Attack (IA) resources and are subject to diversion at any time for higher priority incidents based upon consideration of safety and values at risk. Orders for these aviation resources should be based on actual current incident needs.

Aircraft Mobilization

Ordering Procedures

All aircraft orders should be coordinated through the local dispatch center.

Response times are the most critical aspect of IA resources. The target off-time requirement of 15 minutes without compromising pre-flight and flight planning requirements should be adhered to **for tactical aircraft**.

The use of air attack and/or lead planes is critical for safe and effective support and should be ordered. Refer to the Aerial Supervision Chart found in this chapter.

Between the hours of 2000 and 0600, pilots shall not be dispatched or contacted to ensure crew rest requirements are met (10 hours of uninterrupted rest). Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Pilots should ensure duty limitations are being met.

Orders for **tactical aircraft** should include the following minimum information, and this information will be communicated to the pilots:

- Latitude / Longitude (degrees/minutes)
- Bearing and distance to nearby VORs and bases
- Frequencies
 - Air to Air
 - Air to Ground (with name of ground contact)
- Any Hazards in the area
- Other Aircraft in the area and Aircraft **coming into** the area.
 - Special care should be taken if response is within 5 miles of dispatch boundaries, refer to local dispatch boundary agreements.
- Reload base as applicable
- Name of ordering Dispatch Center
- Type of Resource requested

RMC is ultimately responsible for the movement of all national aviation resources across RMA dispatch center and area boundaries.

Centers must notify RMC of the commitment and release of national and area resources.
(Refer to NMG/RMG 10)

Local Airport Operations

Area Ramp Operations: When fire related aircraft activity is anticipated to impact any airport, appropriate airport overhead are required to manage operations (i.e., Airport Liaison, FWBM, RAMP, etc.)

It is the responsibility of the assigned airport personnel to keep dispatch promptly informed of ALL aircraft activity. This includes aircraft arrivals, departures, resources status, personnel, and all other pertinent information. Simultaneously, dispatch will communicate and coordinate with the assigned airport personnel as needed.

Prioritizing Incidents

All requests will be processed in accordance with the standard fire priority criteria (Refer to NMG/RMG 10).

Prioritization is a key factor in rapid response and aggressive tactics. Initial Attack takes priority. However, when competition exists for Tactical Aircraft, every request must specifically identify the Values at Risk as identified in the above reference.

Aircraft Demobilization

(Refer to NMG 20)

When an incident enters extended attack phase, every effort should be made to re-establish Initial Attack resources. Refer to RMG 20 for Release Priority Guidelines.

Flight Management Procedures

(Refer to NMG 20)

Aircraft Flight Request/Schedule Form:

The DOI Flight Request/Schedule Form (**Form 9400-1a May 1993**) has been adopted as the national interagency standard dispatch form for **all point-to-point flights**. This form should be completed by the sending dispatcher after contacting the pilot for flight planning information and sent via fax or email. This form should be filled out accurately and thoroughly, as it contains critical information that may be needed in emergency situations. (i.e.: # of passengers, pilot name(s) and contact #, color of a/c, etc.) As a reminder, do not count the pilot as a passenger in the passenger block.

Sterile Cockpit:

Upon takeoff and landing, pilots must concentrate on FAA communications and traffic awareness. Dispatch communications may remain unanswered during these operations. Contact will be established/re-established once practical and safe. Sterile cockpit duration may vary depending on airspace and communications complexity. In general, count on five nautical miles as a sterile cockpit guideline. **Dispatchers should refrain from attempting contact within this parameter.**

Many federally-procured aircraft by contract must be equipped with Automated Flight Following (AFF). AFF can mitigate tracking issues during sterile cockpit operations. Dispatchers should be thoroughly familiar with their Agency's Aviation Operation

1 Plans to facilitate efficient and safe dispatch of aircraft.

2 For Helicopters, sterile cockpit also occurs after the helicopter pilot has made radio
3 contact with ground personnel for current ground conditions prior to landing or
4 initiating mission operations.

5
6 There are times that there is no ground contact at the remote helispot, if it is being used
7 for the first time or used intermittently. There should be no talking in the aircraft during
8 takeoff and /or landing unless the pilot requests input on clearance or hazards.

9 **Flight Manager**

10 (Refer to NMG 60, RMG 60)

11 **Types of Flights**

12
13 **Point-to-Point:** Point-to-Point flights originate at one developed airport or permanent
14 helibase, with a direct flight to another developed airport or permanent helibase. These
15 types of flights are sometimes referred to as “administrative” flights. The pilot and
16 aircraft must be agency-approved (carded) for these point-to-point flights.

17
18 A point-to-point flight is conducted higher than 500 feet above ground level (AGL)
19 except for takeoff and landing. Flight following and tracking is normally accomplished
20 via an FAA (VFR or IFR) Flight Plan, filed by the pilot, along with the 9400-1a form,
21 and follow-up phone calls to the appropriate dispatch center when flights commence
22 and/or terminate. Pre-positioning of tactical aircraft fall into this category.

23
24 **Mission Flights:** Mission flights are flights that do not meet the definition of a point-
25 to-point flight. These types of flights are often referred to as “tactical” flights.

26
27 A mission flight requires work to be performed in the air, such as retardant or water
28 delivery, fire reconnaissance, smokejumper delivery, sketch mapping, or through a
29 combination of ground and aerial work, such as delivery of personnel and/or cargo from
30 helibases to helispots or unimproved, undeveloped landing areas, rappelling or cargo
31 let-down; horse herding, insect and disease detection flights, infrared mapping, GIS
32 mapping or orthophoto flights. The pilot and aircraft must be agency-approved (carded)
33 for the mission being performed.

34
35 Some mission flights require the use of personal protective equipment (PPE) and some
36 are performed below 500 feet above ground. The pilot and aircraft must be agency-
37 approved (carded) for the mission being performed.

38
39 Flight following and tracking is normally accomplished via AFF and through “ops
40 normal” radio transmissions to an Aircraft Dispatcher or qualified incident personnel
41 (i.e; ATGS, ABRO, HLCO, etc.) on an approved/predetermined interval (normally 15
42 minutes).

43
44 Mission flights must be conducted according to the requirements and parameters of the
45 specific local agencies Unit and State/Regional Aviation Management Plans, which
46 could include Project Aviation Safety Plans (PASP) as needed.

Flight Plans and Flight Following

The intent of this section is to ensure that adequate flight following is maintained throughout the flight so that appropriate action can be taken in the event of a mishap. Flight following must be properly established and consistently maintained at all times to be of any value to any user.

Agency flight plans are the responsibility of the originating dispatch office and documented on a Flight Request/Flight Schedule or an Aircraft Resource Order for mission flights. Flight Following is the responsibility of the originating dispatch office and will remain so until transferred through a documented, positive handoff. Flight following may require coordination with adjoining dispatch centers in the flight path. If NIC/RMC is providing flight following for aircraft traveling across country, a flight plan should be forwarded on to the dispatch centers that may be involved, in the event they need to assist in search procedures for overdue aircraft.

The flight following dispatch office shall be continually staffed while an aircraft is airborne while conducting a tactical or mission resource flight. Confirmation of an aircraft's arrival at a specified destination is required to ensure that a flight has been completed safely. It is the pilot's responsibility to close out a flight plan. If an aircraft is overdue, it is the receiving dispatcher's responsibility to initiate aircraft search and rescue actions. Flight Following problems are documented through the SAFECOM system.

FAA Flight Plans and Flight Following

All flights conducted under FAA Instrument Flight Rules (IFR) are automatically provided FAA flight following. Administrative flights conducted under Visual Flight Rules (VFR) flight plans require the pilot to file a flight plan with the appropriate FAA facility. The pilot must request FAA flight following. Air Traffic Control (ATC) may or may not provide it. It is the pilot's responsibility to confirm with dispatch which type of FAA flight plan/flight following will be used. The pilot shall close out the flight plan with the FAA once the flight is completed. FAA flight plans and flight following are generally used for point-to-point flights and the pilot or flight manager will contact dispatch with an estimated time of departure (ETD), estimated time en route (ETE) and close out with dispatch once the aircraft is on the ground (ATA) to accomplish resource tracking. (ATA = actual time of arrival)

Agency Flight Plans and Flight Following

For mission flights, there are two types of Agency flight following: Automated Flight Following (AFF), and Radio Check-in. AFF is the preferred method of agency flight following. If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions are acceptable when utilizing AFF. See AFF procedures section for more detailed information. Radio Check-in / Check-out flight following requires verbal communication via radio every 15 minutes. The dispatcher will log the aircraft call sign, latitude, longitude, and heading. Agency flight following is used for all mission flights. Helicopters conducting Mission Flights shall check-in prior to and immediately after each takeoff/landing per IHOG 4.II.E.2.

For point-to-point flights, AFF flight following may be used as well. The pilot or flight manager will, at a minimum, contact dispatch prior to the flight with an ETD, ETE, fuel on board (FOB), souls on board (SOB), and will close out with dispatch once the aircraft is on the ground.

Flights that are to be conducted at low level or in areas where radio communications are inadequate are expected to notify the monitoring station of their location, intentions, and when to expect the next check-in. In these instances, a flight may not be out of radio contact for more than thirty minutes. Pilots will monitor assigned frequencies at all times. Pilots must notify dispatch when they have established positive communications with an incident and are switching to incident flight following.

When airtankers, lead planes, smokejumper aircraft, and helicopters establish two-way radio communications with an Air Tactical Group Supervisor (ATGS), they generally transfer their flight following to the ATGS. ATGSs are expected to be able to give status reports on all aircraft under their control. Once released by the ATGS, pilots must resume flight following with dispatch with a positive hand off. This should be well documented.

Responsibilities of the pilot include the following:

- Flight following on a 15-minute check-in interval if AFF is unable to be used. The dispatcher is required to record the information and in the event that a check-in is not received, an attempt to contact the pilot on the appropriate frequency will continue. In the event that two-way radio communications cannot be reestablished, the dispatcher will initiate the initial phase of the crash rescue plan.
- The following information should be provided and documented for flight following:
 - Time of check-in
 - Current position of aircraft (lat/long, geographical landmarks, etc.)
 - Direction of travel (unless orbiting or consistently working in one area)
 - Any changes in flight plan or status
- Before any flight is initiated, the dispatcher should have a full understanding of the purpose of the mission, destination, expected duration, identity of passengers, type/quantity of cargo, check-in intervals, communications plan, and the crash rescue plan. (This is normally accomplished by providing the dispatcher with a copy of the Project Aviation Safety Plan and/or by including the dispatcher in the pre-mission briefing.) Two-way radio communications or automated flight following must be maintained with all aircraft, which the dispatcher has agreed to flight follow, throughout the duration of the flight.

Flight following for the purpose of repositioning aircraft:

Any point-to-point flight outside of agency flight following requires an FAA Flight Plan to be on file.

RMA Flight Following: 800-494-2073

Automated Flight Following (AFF) Requirements & Procedures

(Refer to NMG 20)

AFF reduces the requirement to “check in” via radio every 15 minutes and provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history.

AFF does not eliminate the requirement for the pilot/flight manager to coordinate flight following with the scheduling dispatch office. Preflight communications should always be made and the appropriate flight following procedures agreed upon between pilot and dispatch.

Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a mission, divert that aircraft to a higher priority incident, or relay other critical information regarding hazardous weather, new TFRs, etc.

Requirements to Utilize AFF:

Automated flight following does NOT reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.

Procedures for flight requests, ordering aircraft, requirement for a Flight Manager, etc., are the same as radio check-in procedures.

The aircraft must be equipped with the necessary hardware (transmitter and antenna).

The dispatch office responsible for the flight following must have a computer connected to the Internet immediately available to them in the dispatch office. Dispatch office(s) responsible for flight following shall be staffed for the duration of the flight.

Training: The flight following dispatcher must have a working knowledge of the automated flight following program (Webtracker) and must have a current username and password for the automated flight following system.

Procedures for Utilizing AFF:

When an aircraft is ordered, or a user requests flight following from a dispatch office, and the above listed requirements are met, automated flight following will be utilized.

The dispatch office will log on to the AFF web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight. The dispatch office will provide the pilot with FM frequencies and tones that will be monitored for the duration of the flight. The pilot will relay the flight itinerary, ETD, ETA, FOB, and SOB (souls on board) to the dispatch center.

When aircraft is initially airborne, and outside of sterile cockpit environment, the pilot

will contact the dispatch office via radio stating “Nxxxx off (airport or helibase name), ATD, SOB, FOB and ETE on AFF”. This is required to positively verify that both the aircraft and the dispatch office are utilizing AFF, radios are operational, and that the dispatcher can “see” the aircraft on the computer screen. If there is a problem at this point, change to radio 15-minute check-in procedures until the problem is resolved.

If radio contact cannot be established, the pilot will abort the mission and return to the airport/helibase.

If there is a deviation from the planned and briefed flight route, the pilot will contact the dispatch office via radio with the changed information.

The dispatch office will keep the AFF system running on a computer for the entire flight and will set a 15-minute timer and monitor the computer, and document the aircraft call sign, latitude, longitude and heading for the duration of the flight.

If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following.

During tactical operations below 500 feet, a periodic red indication is normal and does not necessitate an ‘immediate’ contact especially if flight following has been established with the incident. This should be addressed during the pre-flight briefing.

When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office via radio or telephone informing them that they are on the ground.

If the flight will cross “traditional dispatch boundaries,” the originating dispatch office must coordinate with affected units and establish if the aircraft will be flight followed for the duration of the flight from the originating office or handed off when the border is crossed. Either option is acceptable but must be communicated and understood between dispatch offices and pilots/flight managers.

Additional information about AFF can be found at: <https://www.aff.gov/>.

Aircraft Accident/Incident Reporting

Refer to current local unit emergency procedures.

Overdue and Missing Aircraft

If an aircraft fails to arrive at its destination or fails to check-in on the prescribed interval, initiate the accident incident response plan.

Airborne Thermal Infrared (IR) Fire Mapping

(Refer to NMG 20; 80)

Lead Planes

Lead Planes are National Initial Attack Resources. They are ordered through normal dispatch channels and can be diverted to a higher priority incident.

The IC and/or the tactical pilot has the discretion to request a lead plane/aerial supervision anytime they deem it necessary to evaluate drops in difficult terrain prior to requesting an airtanker, etc. If needed to go below 500 feet, a lead plane must be ordered. (Refer to the RMA Aerial Supervision Requirements Chart found in this chapter)

Not all Lead Plane pilots are MAFFS/VLAT qualified.

Lead Plane call signs initiate with “Lead”. Example: L-28 = Lead Two Eight

Aerial Supervision Modules (ASM)

(Refer to NMG 20)

An ASM is a two person crew functioning as the Lead and ATGS (Air Tactical Group Supervisor) from the same aircraft. The ASM crew is qualified in their respective positions and has received additional training and authorization. An ASM can perform the functions of a low-level lead operation, traditional air attack, or both, depending on the needs of incident management personnel. An ASM consists of an Air Tactical Pilot and Air Tactical Supervisor.

Air Tactical Pilot (ATP): The ATP is a qualified Leadplane pilot who has received specialized training and authorization to function as an ASM crewmember. The ATP functions as the Leadplane pilot and utilizes Crew Resource Management (CRM) skills to evaluate and share the incident workload with the ATS.

Air Tactical Supervisor (ATS): The ATS is a qualified ATGS who has received specialized training and authorization to function as an ASM crewmember. The ATS is an ATGS who also utilizes CRM to evaluate and share the incident workload with the ATP.

Not all Aerial Supervision pilots are MAFFS/VLAT qualified.

Call signs for ASMs initiate with “Bravo”. Example: B-28 = Bravo Two Eight.

Aerial Supervision Requirements in the Rocky Mountain Area



Situation	Lead Plane/ATCO/ASM	See Ref.	ATGS	See Ref.
Airtanker pilot is not initial attack rated	Required	1,4	Required if Lead/ASM/ATCO not on scene	1,4
MAFFS	MAFFS Qualified Lead/ASM	1,4	--	-
VLAT	VLAT Qualified Lead/ASM	1	--	-
Retardant drops in congested areas	Required	1,3,4	Required if Lead/ASM/ATCO not on scene	
Level II SEAT requirements: Level II rated SEAT operating over an incident with more than one other tactical aircraft on scene. SEATS are required to land by 30 minutes after sunset.	Required if ATGS is not on scene	1	Required if Lead/ASM is not on scene	1
Level I SEAT pilot operating with three or more tactical aircraft	Required if ATGS is not on scene	1	Required if Lead/ASM is not on scene	1
Foreign Government airtankers	Required if ATGS is not on scene	1	Required if Lead/ASM is not on scene	1
Multi-engine Airtanker: Retardant drops conducted earlier than 30 minutes prior to sunrise or later than 30 minutes after sunset (This does not apply to SEATS, which must be on the ground 1/2 hour after sunset - pumpkin time)	Required if ATGS is not on scene	1,2	Required if Lead/ASM is not on scene	1,2
Four or more airtankers assigned to an incident	Required	1	Must be ordered if Lead/ASM is not available	1
Two or more helicopters with two or more airtankers over an incident	Required	1	Must be ordered if Lead/ASM is not available	1
Periods of marginal weather, poor visibility or turbulence	Required	1	Must be ordered if Lead/ASM is not available	1

Two or more air tankers over an incident or at staggered intervals of 15 min or less.	Required	1	Must be ordered if Lead/ASM is not available	4
When requested by airtanker, ATGS, Lead, ATCO, or ASM.	Required	1	Must be ordered if Lead/ASM is not available	
Presence of smokejumper or paracargo aircraft with two or more airtankers over an incident	Required	1	Must be ordered if Lead/ASM is not available	1,5
Incident has two or more branches			Must be ordered	1,5

References: (1-5 from Aerial Supervision Table)

1. The Interagency Lead Plane Operations Guide (ILOG), the Interagency Air Tactical Group Supervisor's Guide (NFES 1393) and the Aerial Supervision Module Operations Guide (ASMOG) have been combined into the 2011 Interagency Aerial Supervision Guide NFES #2544, which is referenced as policy for BLM and NPS.
2. Requires determination by either the ATGS or Lead Plane that visibility and safety factors are suitable for retardant operations and dispatch has been notified of this determination.
3. Required under Exemption 392 from 14 CFR Part 91.119, FSM 5714.11 for USFS jurisdiction. Incidents under BLM jurisdiction require a lead plane to be on order.
4. FSM 5716.32 (differs from DOI policy)
5. FSM 5716.32 classifies these missions as complex. An ASM, Lead Plane, or HLCO should be ordered as appropriate in addition to the ATGS.

Definitions of key Aerial Supervision terms:

Required: Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted.

Ordered: Aerial supervisory resources that shall be ordered by the controlling entity. (Air tactical operations may be continued while the aerial supervision resource is enroute to the incident. Operations can be continued if the resource is not available.)

Over: The air tactical resource is flying above or is in a holding pattern adjacent to the incident.

Assigned: Tactical resource allocated to an incident. The resource may be flying enroute to and from, or on hold at a ground site.

Ordering Considerations for Aerial Supervision:

- **Aerial supervision resources will be dispatched**, when available, for initial and extended attack **to enhance efficiency and safety of ground and aerial operations.**
- **Communication and Coordination is critical to the efficient use of aerial supervision resources due to faster mobilization of new generation aircraft.**
- **Oxygen requirements** – Flights using call when needed (CWN) vendors must comply with FAA regulations they operate under.
 - **Part 135 – 14 CFR Part 135.89:** Supplemental oxygen must be available and used by the flight crew at cabin pressure altitudes above 10,000 feet (MSL) for that portion of the flight more than 30 minutes duration. At cabin pressure altitudes above 12,000 feet (MSL) the flight crew must use supplemental oxygen during the entire flight.
 - **Part 91.211:** Supplemental oxygen must be available and used by the flight crew at cabin pressure altitudes above 12,500 feet (MSL) for that portion of the flight more than 30 minutes duration. At cabin pressure altitudes above 14,000 feet (MSL) the flight crew must use supplemental oxygen during the entire flight. At cabin pressure altitudes above 15,000 feet (MSL) all passengers must have supplemental oxygen available during the entire flight.
- **Flight Condition Guidelines** – Aerial Supervision personnel must carefully evaluate flight hazards, conditions (visibility, wind, thunder cells, turbulence, and terrain) to ensure that operations can be conducted in a safe and effective manner. The following policies and guidelines are designed to do this:
 - **Visibility** – Regardless of time of day, when poor visibility precludes safe operations, flights will be suspended. It is recommended that incident aircraft fly with landing and strobe lights on at all times. It is required that lead planes fly with landing/impulse and strobe lights on at all times. Regular position reporting is critical in marginal visibility conditions.
 - **Wind Conditions** – Moderate to high winds and turbulent conditions affect flight safety and water/retardant drop effectiveness. The following guidelines should be considered in making the decision to continue or suspend operations. A number of factors including terrain, fuel type, target location, resources at risk, cross-winds, etc must be considered.
 - **Heavy Airtanker Drops:** Generally ineffective in winds over 20-25 kts. (23-29 mph)
 - **SEAT Operations:** Generally ineffective in wind over 15-20 kts. (17-23 mph) Operations shall be suspended when sustained winds are 30 kts (34 mph) or the gust spread is 15 kts. (17 mph)
 - **Helitanker Drops:** Generally ineffective in winds over 25-30 kts. (29-34 mph)

Tactical and Reconnaissance Aircraft

Tactical and reconnaissance aircraft are generally on Aircraft Rental Agreements (ARAs), Call When Needed Agreements (CWNs), and Exclusive Use Contracts (EU). These aircraft are inspected and carded by the Office of Aviation Services (OAS) or the United States Forest Service (USFS). They are available for interagency use and will be requested through established ordering channels. Ordering offices may request that aircraft come with specific avionics equipment (Refer to NMG 80).

Ordering Considerations for Air Attack -Items to note in Special Needs

Turbo/Turbine powered
Operating Altitude
Pressurized vs non-pressurized
Avionics Type
High wing/Low wing
Will Trainee be used (could affect performance)

Large Transport Aircraft

(Refer to NMG 20, 80)

There are no large transport aircraft on exclusive use contract within the Rocky Mountain Area. RMC will help facilitate all large transport needs within the RMA through NIC. (ex. crew movement)

Passenger/Cargo Manifests

This form shall be used in conjunction with all large transport operations. FAR 121 requires a minimum of two copies be furnished to the operator; the sending unit should retain one copy as a permanent record. NIC requires that personnel weights be separated from gear/cargo weights. (Refer to RMG 10) (Refer to RMG 20 for Passenger/Cargo Manifest Form.)

All crews shall be manifested and a copy sent to the local dispatch center within 2 hours of their departure.

Helicopters: Call When Needed (CWN)

(Refer to NMG 20 for Helicopter module configuration.)

Orders for helicopters will be placed through established dispatch channels.

Helicopters for Department of Interior incidents will be ordered under DOI/OAS contracts or the rental agreements and paid for using OAS-23/23E Aircraft Use Report form which is entered into the Aviation Management System (AMS). Department of Agriculture incidents will order helicopters under USFS R-2 contracts and paid for using form 6500-122 which is entered into the Aviation Business System (ABS).

Documentation in ROSS at the time of hire should include which payment method will be used based on the contract the aircraft is hired under.

Ordering Considerations for Helicopters - Items to note in Special Needs:

Operating Altitude

Temperature

Bucket vs Tanked

Long Line required

Helicopter Manager identified

Intended Use information for the incident or project to ensure the appropriate aircraft is ordered to meet the mission needs.

Cost, helicopter performance, configuration, and incident location will be considered when filling orders.

FAA assigned tail numbers will be used by Exclusive Use and CWN helicopters as the call sign. Out of area aircraft will utilize their FAA assigned tail number as their call sign when working in the RMA.

When using CWN helicopters, module personnel and aircraft will be brought together at a pre-designated place **PRIOR** to arrival at the incident, usually an airport.

See IHOG Ch. 2.

Ordering Procedures

RMC will be notified prior to any potential ordering of CWN helicopters for both fire and project work.

Light: Light (Type 3) helicopters, within the RMA, should be ordered through the following established dispatch channels:

For **wildfires**, all orders for CWN will be placed with RMC. If none are available within the GACC, the order will be placed with NIC.

For **local projects or prescribed fires**, the order may be placed directly to the vendor within the RMA. If the order is placed up to RMC it must include the appropriate cost comparison documentation.

Medium And Heavy: The medium (Type 2) and heavy (Type 1) CWN Helicopter Program is administered by the National Interagency Fire Center. All ordering of CWN medium and heavy helicopters will be done through normal dispatch channels through RMC to NIC. To reassign medium and heavy helicopters, approval must be acquired through NIC. (Refer to NMG 20)


Staffing:

For any standard, **light** helicopter, a Manager plus a minimum of 2 crewpersons will be ordered and assigned via support requests in ROSS. (Type 3 helicopters)

For any standard, **medium** size helicopter, a Manager plus a minimum of 3 crewpersons will be ordered and assigned via support requests in ROSS. (Type 2 helicopters).

For any standard, **heavy** helicopter, a Manager plus a minimum of 4 crewpersons will be ordered and assigned via support request in ROSS. (Type 1 helicopters).


Limited helicopter module requirements are different. Refer to the NMG 20 and the Interagency Helicopter Operating Guidelines (IHOG) for further information.

Non-Fire CWN Project/ Administrative Work

A project helicopter manager will be assigned to a helicopter for any project work to ensure safety, as detailed in the project aviation plan. Refer to Agency and local policy for specific requirements.

Helicopters: Exclusive Use Contract

(Refer to NMG 20, RMG 80)



Exclusive use and agency owned helicopters must be ordered through normal dispatch channels and should be used before CWN aircraft. They should always be filled with a roster in ROSS. See Ch. 80 for a listing of exclusive use helicopters within the RMA.

Airtankers

Rocky Mountain Area Coordination Center/Dispatch Centers shall retain control of air tankers during incidents and have authority to divert airtanker(s) to initial attack situations based on threat to life, property, or resource values. Incidents affected by divers must be informed by the local Dispatch Center. Critical items listed under aircraft mobilization must be provided as well as for any divers from the original order.

There are five (5) types of airtankers:

Type	Capacity (Minimum)
VLAT	8,000 gallons
1	3,000 to 7,999 gallons
2	1,800 to 2,999 gallons
3	800 to 1,799 gallons
4	Up to 799 gallons

When a Geographic Area has depleted available large airtanker (Type 1 or 2) resources, request(s) will be placed with NIC.

Large airtanker initial attack agreements between neighboring unit level dispatch centers are valid only where proximity allows the airtanker to respond loaded direct to the incident.

The NIC will prioritize and allocate federal airtankers by positioning them in areas of current or predicted high wildfire danger or activity. (From NMG 80)

Ordering Considerations for Airtankers - Items to note in Special Needs:

Values at Risk

Distance from the fire and anticipated timeframes to the Values at Risk based on current and expected weather.

Empty or Loaded

Reload Base

Approved for VLAT or MAFFS

Leadplane/ASM required for VLAT/MAFFS

Airtanker Dispatch Limitations - Startup/Cutoff Times

To reduce the hazards encountered by pilots operating in low light conditions over the fire, airtanker retardant drops in the early morning and late evening hours must comply with the following limitations. These limitations apply to the time the aircraft arrives over the fire, not to the time the aircraft is dispatched (refer to the Interagency Air tanker Base Operations Guide, Chapter IV).

Limitations on Startup and Cutoff Time: Normally, airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes **after** official sunrise and not later than 30 minutes **before** official sunset. These times are termed the “startup” and “cutoff” times respectively.

Exception: With a qualified Air Tactical Group Supervisor, ASM or Lead Plane, airtankers may be dispatched to arrive over a fire as early as 30 minutes **prior to** official

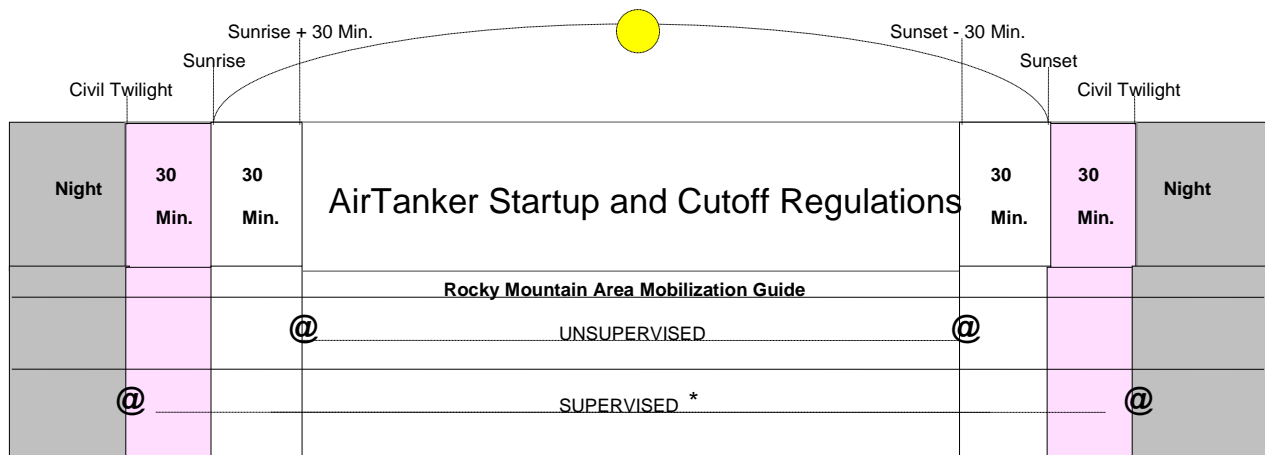
sunrise and as late as 30 minutes **after** official sunset provided:

- Lead plane, ATGS, or ASM is on scene.
- It has been determined that visibility and other safety factors are suitable for dropping retardant; and
- Notification to the appropriate dispatcher of this determination.

Determination of Official Sunrise, Startup, Cutoff, and Sunset Time:

Each airtanker base and dispatch office shall have tables showing the official sunrise, startup, cutoff, and sunset times at those locations.

Determinations for Airtanker Dispatch: Use the official sunrise, startup, cutoff, and sunset times of the airtanker base nearest the fire and comply with the limitations in the preceding paragraphs 1 and 2.



@ = Arrival Over The Fire (No earlier in the morning or later than in the evening)

* = SUPERVISED (Defined as AirTanker Coordinator or Air Tactical Group Supervisor)

Note: Sunrise and Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base.

For further information, refer to the BLM Handbook H-9400-2 IV.U.3, FSH 5709.11-41 and the Interagency Single Engine Airtanker Operations Guide (ISOG) Ch 3, II, E.

Airtanker Use in Optional and Post Season Periods

(Refer to NMG 20)

Modular Airborne Firefighting Systems (MAFFS)

(Refer to NMG 20)

Wyoming State has an agreement between the Governor and the Wyoming Air National Guard (WYANG) MAFFS unit, which allows activation of the Cheyenne unit. Orders will be placed through established dispatch channels, and notification made to RMC and NIC.

Colorado Springs is a MAFFS unit under the operational control of the United States Air Force (USAF) Reserves.

Activation of MAFFS units:

- RMC will ensure that all commercial airtankers in the Region are committed to fires or pledged to initial attack needs before placing the order with NIC. NIC will advise RMC if MAFFS activation is warranted or if the request can be filled with a contract tanker. If MAFFS are activated, RMC will deal directly with the MAFFS liaison officer as directed by NIC.
- Refer to the MAFFS Operating Plan for further information regarding MAFFS operations.

Single Engine Airtankers (SEATs)

(Refer to NMG 20, RMG 80)

For general guidelines about SEATs, see the current edition of the Interagency Single Engine Airtanker Operations Guide (NFES #1844). For operations in the RMA, refer to the Interagency SEAT Operations Plans available per state.

Seat Typing

Because of the growing number of SEATs that qualify as Type 3 airtankers the numbering system for SEATs will be as follows:

All SEATs that qualify as Type 4 SEATs will continue to be issued airtanker designation numbers and call signs starting at 400 and ending with 499.

All SEATs that qualify as Type 3 SEATs will be issued airtanker designation numbers and call signs starting at 800 and ending with 899.

Requests for Federally approved SEATs or State approved SEATs will be through normal channels. SEATs can be utilized for initial attack. There are occasions when single engine airtankers can be used more safely than large airtankers due to terrain. The Incident Commander or aerial supervisor should determine this utilization.

A Seat Manager (SEMG) will be assigned at all times. Exclusive use SEATs will not necessarily come with a SEMG and one should be ordered if needed. A SEMG should be ordered separately for CWN SEATs.

When operating in a congested area under USFS jurisdiction and hire, SEATs must operate in accordance with USFS Grant of Exemption #392 which requires Lead Plane/Airtanker Coordinator ATGS on scene and implementation of a Temporary Flight Restriction (FAR 91.137).

When operating in a congested area under BLM jurisdiction and hire, SEATs must operate in accordance with FAR Part 91.119(b) and FAR Part 137.51 and 137.53.

State managers will coordinate any administrative movement of State SEATs with RMC and affected dispatch centers.

SEATs are required to be “on the ground” by 1/2 hour after sunset.

 **Ordering considerations for SEATs - Items to note in Special Needs**

Reload Base

Is Support Truck needed?

Is there a SEMG in place?

Values at Risk

Distance from the fire and anticipated timeframes to the Values at Risk based on current and expected weather

For specific information pertaining to contract airtankers for RMA, refer to RMG 80.

 **Temporary Flight Restrictions (TFR) (FAR 91.137)**

(Refer to NMG 20, Interagency Airspace Coordination Guide, Ch. 6)

Temporary airspace restrictions will be established when incident related Aviation activities present potential conflict with other Aviation activities.

Federal Aviation Administration (FAA) has requested a single point of contact. Therefore, requests for TFRs (FAR 91.137) shall be placed through Dispatch Centers to RMC who will contact FAA.

The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes, and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zeros to the description. Do not use spaces, commas or other symbols in the description.

Example: dddmmssN/dddmmssW or 450400N/1174005W.


The corner points should be listed in a clockwise sequence around the requested TFR to avoid “bow tie” depictions. (Refer to RMG 20 for FAA Temporary Flight Restriction Form)

Consider requesting that the TFR be 3000’ above the highest terrain point due to the Fire Traffic Area. This will assist in keeping the air attack within restricted airspace.

Dispatch Centers will assure that the TFR is cancelled through RMC, as soon as it is no longer required. Refer to www.airspace.nifc.gov for current maps of active TFRs. This is a password protected site, see RMC for further information.

Military Training Routes (MTR) and Special Use Airspace (SUA)

(Refer to NMG 20)

 Military Training Routes and Special Use Airspace present conflicts with incident related aviation activities will be identified by local units. One source for this information is AP1/B, Flight Information Publication, and “Military Training Routes.” Each dispatch office should download a current edition of the AP1/B. Instructions for access are available at the RMC website at <http://gacc.nifc.gov/rmcc/logistics/aviation/ap1b.html>.

Special Use Airspace may be found on Sectional Aeronautical Charts. Critical Airspace information pertinent to flight should be organized for easy and rapid utilization; i.e., displayed on dispatching hazard. Further direction may be obtained in the Interagency Airspace Coordination Guide at www.airspacecoordination.net.

In order to ensure that safe operations can be conducted and continued in areas of increased military aircraft operation, the local dispatch center must inform the military of the presence of USFS and/or DOI aircraft operating in or near military airspace. The military operates high speed flights that are often at low altitudes along prescribed routes called MTRs and in areas of high density military training or in Special Uses Airspace (SUA). It is imperative that the military be informed of Land Management Agency aircraft operations to de-conflict the airspace prior to commencing operations.

MTR and SUA procedures:

- Identify the MTRs/SUAs that are impacted.
- Units should develop an overlay using Unit boundary and the AP/1B to identify those routes that affect their area.
- Check routes against those listed in the AP/1B to identify the type of flight, altitudes, and route numbers. Certain data may not be depicted on the AP/1B and is only available through your local military units.
- MTRs change periodically; units need to review the routes quarterly with their unit overlays.
- Air space restriction information is passed to the military through the FAA. Sometimes information is not processed in a timely manner. Phone numbers for local military units can be found in the AP/1B MTR publications.

Airspace Conflicts

Individual Dispatch Center Operating Plans must have boundary airspace management procedures identified. Templates are available in the BLM National or State Aviation Plan, or by contacting RMC.

(Refer to RMG 20)


Airspace Management information can be found at both the Interagency Airspace Coordination website and in the current Interagency Airspace Coordination Guide Ch. 8, at <http://www.fs.fed.us/r6/fire/aviation/airspace/web/guide/index.html> and the National Interagency Airspace website at <http://airspace.nifc.gov>.

(Refer to NMG 20)

FAA Temporary Control Tower Operations

(Refer to NMG 20)

GACCs within the FAA's Western Service Area (AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY) may request FAA Air Traffic Control support through the Western Service Area Agreement when Air Operations in support of an incident becomes complex or unsafe at uncontrolled airports or helibases. FAA Temporary Control Towers are ordered on an Aircraft Order. A lead time of 24 hours is desirable when ordering. If the FAA cannot supply radios, the incident COML will order radios as an Equipment Request through established ordering channels.



The FAA has requested additional information be provided when requesting FAA Temporary Control Towers. (See FAA Temporary Tower Request Form at www.airspacecoordination.net under forms. The Temporary Tower Request Form along with the aircraft resource order will be forwarded to the FAA at the time of the request. In addition, there is a helpful checklist in Chapter 11 of the Interagency Airspace Coordination Guide that aids in the ordering and set up process of a temporary tower.

Agreements will be set up on an as-needed basis for South Dakota through Air Traffic Division Great Lakes Region, or through Air Traffic Division Central Region for Nebraska and Kansas.

Dedicated Radio Frequencies and Management (refer to NMG 20)

The Center Manager will assign an Area Frequency Coordinator during Preparedness Levels 4 and 5. Refer to the National Incident Radio Support Users Guide 2013, NFES 0968. The Communications Duty Officer can be contacted at NIC. Requests will be processed through normal dispatch channels.

Frequency Management - Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/communication support in protecting life and property. The sharing of frequencies is under the authority of the National Telecommunications and Information Administration (NTIA) Regulations Manual, Sections 7.3.1, 7.3.4 and 7.5.1 and the Federal Communications Commission (FCC) Rules and Regulations, Part 90, Sections 90.405 and 90.407.

National Air Guard - 168.6250 Tone 110.9 Transmit

Air Guard is approved as an emergency frequency in an event that the aircraft has an emergency. It is also approved as a hailing frequency for establishing initial contact or redirecting an aircraft, etc. It is not approved for tactical missions.


National Flight Following - 168.6500 Tone 110.9 Transmit & Receive

National Flight Following is approved for point-to-point flight following. It is not approved for tactical missions such as recon, fire, projects, etc. A local designated frequency should be used for Initial Attack and Agency or Project frequency.

The National Airtanker Base Frequency is 123.9750

For all RMA Airtanker Bases except Rapid City, 123.9750 is still the designated ramp frequency.

This frequency may also be used for ramp activity at Category 2 and 3 SEAT Bases. For more information reference the Tech Bulletin: No. IA 2010-02.



For the Rapid City Airtanker Base the designated ramp frequency is 120.1250. For more information reference the Interagency Aviation Information Bulletin: No. IA IB 13-01.

1 **Initial Attack Aircraft Frequency Assignments** - Each state in the RMA has been
2 divided into zones by the national frequency coordinator. These zones are coordinated
3 with the rest of the nation's frequency assignments. Each zone has pre-identified Initial
4 Attack frequencies. These frequencies are updated annually. See RMA Frequency
5 Maps for specific information. All additional frequencies must be ordered from and
6 coordinated by RMC. Tertiary Air to Air AM Initial Attack frequencies are available
7 for use. Notification to RMC is required, who in turn will notify NIRSC.

8
9 Once the incident exceeds the first operational period, all requests for additional
10 firefighting frequencies must be placed through established dispatch channels, RMC to
11 NIC.

12
13 The Center Manager will assign an Area Frequency Coordinator, when deemed
14 necessary.

15
16 **Interagency Interim Flight & Duty Limitations**

17 (Refer to the Interagency Standards for Fire & Fire Aviation Operations, Ch. 16)
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Predictive Services

Predictive Services provides decision-support to the federal, state and local wildland fire agencies for operational management of and strategic planning for firefighting resources. This is accomplished through the collection, analysis and dissemination of information about fire activity, resource status, weather and fuels, and assessments of fire danger and fire potential.

RMC will post daily reports and other useful information on the RMA Web Page under Predictive Services. The address is: <http://gacc.nifc.gov/rmcc/>. It is the RMA Dispatch Center's responsibility to gather and disseminate this information in a timely manner to all agency/unit firefighting personnel within their area of influence. (Refer to RMG 20 for timeframes)

Daily reports found on the RMC Web Page and to be distributed by the Dispatch Centers are:

Report Name	Typical Time Available during Fire Season
National SIT Report	0800 hours
RMA Resource Status Summary Reports	0800 hours
RMA Daily Fire Weather Outlook	0800 and 1600 hours
Multi-Media Fire Potential Briefing	0930 hours
7-Day Fire Potential Outlook	1030 hours
RMA Prescribed Fire Report	1100 hours
RMA SIT Report	1800 hours
Fire Behavior Information	As Updated

All other fire information will be either posted to the web page or electronically mailed to the Dispatch Centers for further distribution. Critical information will be followed up with a phone call to Dispatch Centers (e.g. Red Flag info).

No official Close of Business Report is required. However, please keep RMC informed via telephone of any significant activity (e.g. major resource mobilization, media impacts, etc.) occurring throughout the day or after hours.

When competition for resources exists, NIC and the RMA MAC will request an Incident Priority List for each Dispatch Center with significant activity. The Priority List shall be submitted to RMC upon request. (Refer to NMG 10).

National Incident Status Summary (ICS-209) Guidance

The Incident Status Summary (ICS-209) submitted to the GACC is used to report large wildland fires and other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 program is a Fire and Aviation Management Web (FAMWEB) application referred to as the "209 Program." The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is

non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the incident ICS-209. Geographic Area Coordination Centers will ensure that their dispatch centers submit complete and accurate ICS-209 reports for any wildland fire meeting requirements specified in the “When to Report Wildland Fire Incidents with an ICS-209” flowchart shown below (available at <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>), or as set in their Mobilization Guide, if more frequent. The ICS-209 form can be found in the appendix of this chapter. Specific instructions for entering ICS-209 information using the 209 Program are located in the User’s Guide at: <http://www.fs.fed.us/fire/planning/nist/209.htm>. The ICS-209 Program and electronic ICS-209 form is located at: <http://fam.nwcg.gov/fam-web/>.

- Reporting Wildland Fires

All wildland fires will be reported based on: Incident Management Team and national resources being assigned; significant events having occurred or forecast to occur; acres burned (>100 in timber, >300 in grass/brush fuels); incident strategy (Full Suppression, Point/Zone Protection, Confine, and Monitor); and time since detection (see “When to Report Wildland Fire Incidents with an ICS-209” flowchart below.)

- Wildfires managed for Complete Perimeter Control (Full Suppression) will submit an ICS-209 daily when that fire meets large fire criteria. The National Interagency Coordination Center classifies large fires as 100 acres or larger in timber fuel types, 300 acres or larger in grass or brush fuel types, or when a Type 1 or 2 IMT is assigned. For fires being managed under this strategy an ICS-209 will be submitted daily until the incident is contained. Refer to the GACC Mobilization Guide or agency policy for reporting requirements once containment is achieved.

- Wildfires managed under a Monitor, Confine, or Point Zone management strategy will submit an ICS-209 following the guidelines outlined in the “When to Report Wildland Fire Incidents with an ICS-209” flowchart below. Detailed guidelines and examples are in the “When to Report Wildland Fire Incidents” document on the National Intelligence web page: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>. The minimum ICS-209 requirements for these types of fires are:

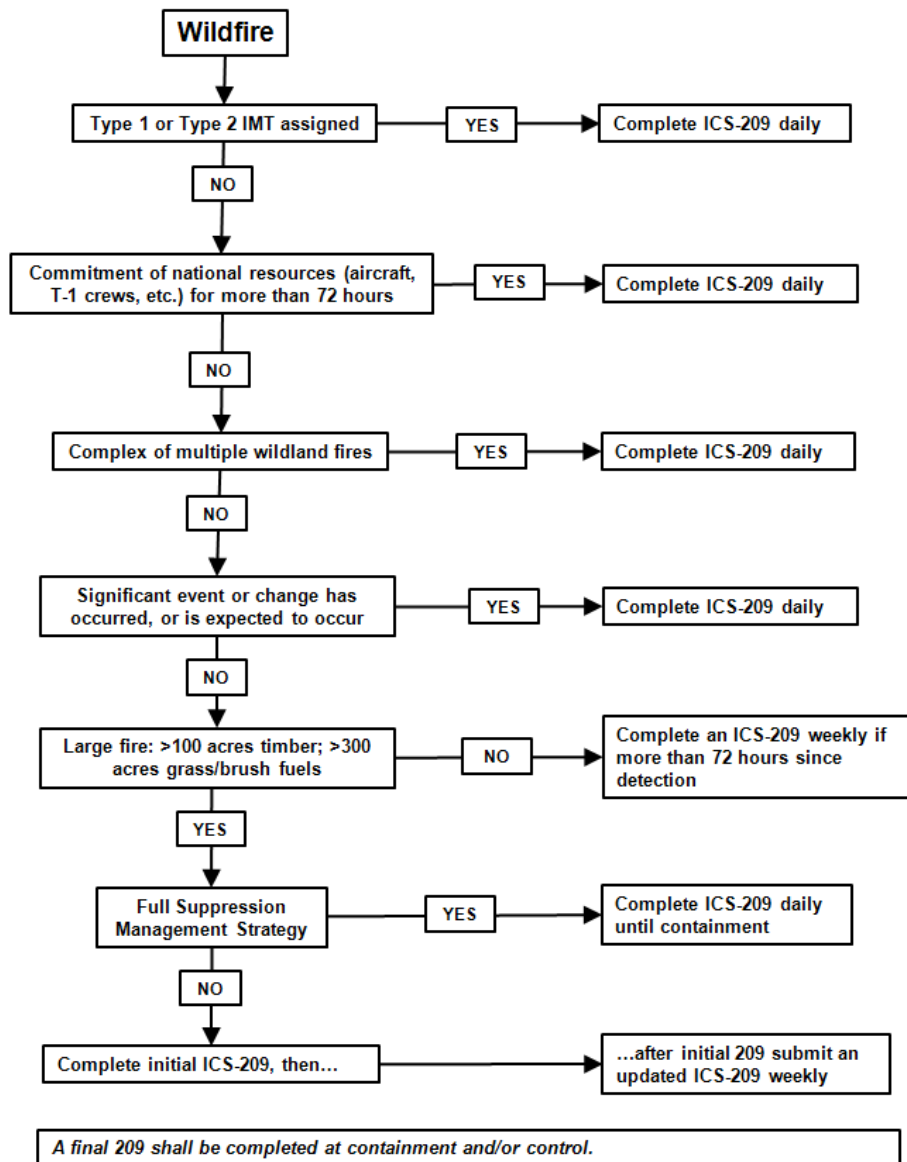
- Create an initial ICS-209; complete blocks 1 through 15 and block 42 (Remarks).
- Complete blocks 45 through 47, Approval Information.
- If national resources are committed to the incident, complete block 43, Committed Resources.
- Additional reporting blocks can be completed to meet the needs of the incident or GACC.

- Wildfires within a complex should be aggregated and included on one ICS-209. A complex is two or more individual incidents located in the same general proximity, which are assigned to a single incident commander or unified command. Individual large incidents within a complex should be listed in block 42 (Remarks) along with name, suppression strategy, acreage and percent contained. Smaller fires may be aggregated under one generic name (e.g. “Miscellaneous,” “ABC Misc,” etc.), along with cumulative information in Remarks.

- Other Incidents (Non-Fire)

An ICS-209 will be submitted for other events in which a significant commitment of wildland fire resources has occurred, or when a Type 1 or 2 Interagency Incident Management Team has been assigned.

When to Report Wildland Fire Incidents with an ICS-209



Definitions:

Significant number of resources: Non-local resources that are required to manage an incident that exceeds the capacity of the local unit.

Significant commitment of national resources is defined as: One or more Type 1 crews, one or more fixed wing or rotor wing aircraft.

Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite).

Confine is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, “some action is or has been taken” (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.

Point or Zone Protection involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.

Full Suppression implies a strategy to “put the fire out” as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Synonymous with “Full Perimeter Containment” and “Control.”

For more information refer to “When to Report Wildland Fire Incidents” document on the web at: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>.

Rocky Mountain Area Incident Status Summary (ICS-209) Guidance

ICS-209s are required for ALL managed large incidents within the RMA and should be submitted through normal dispatch channels with the information included in the Daily Situation Report. ICS 209s are due at the same time as the Daily Situation Report unless a later time is negotiated. In the event an IMT is assigned to an incident, it is the IMT’s responsibility to complete and submit the ICS-209 to the Dispatch Center for further consolidation of information. When an IMT is assigned to a large incident, they may have the capability to enter the ICS-209 directly into the web interface at <http://fam.nwcg.gov/fam-web/>. This is an option available to the IMTs to streamline and improve timeliness of information transfer. Use of this system and process requires an agreement between the IMT and the Host Dispatch Center. At a minimum, ICS-209s will be completed daily until fires have been contained; at containment, a final report may be submitted. If a final report is not completed at containment, daily reports will continue to be submitted until a final report is completed.

NOTE: The Center Manager reserves the right to request a higher level of reporting when it is deemed necessary. For example, at Preparedness Levels 4 and above, a greater competition for resources exists. In order to prioritize incidents and allocate resources effectively and efficiently, more detailed information on activity will be needed.

Rocky Mountain Area Interagency Situation Report Guidance

(Refer to NMG 20)

The Situation (SIT) Report reporting period is from 0001 to 2400 daily. To allow RMC sufficient time for problem resolution/correction and to prepare the Area-Wide Report, Dispatch Centers are to have their local SIT Reports entered into the database by the following time schedule, unless an alternate time is negotiated. The User Guide for the Interagency Situation Report can be found at the following location:
http://gacc.nifc.gov/rmcc/predictive/ics_209_users_guide_030608.pdf

As per national direction, **reporting is required for all fire activity year-round** through the Interagency Situation Report:

Daily: May through October by 1800.

November through April, daily by 1600, when either of the following conditions are met:

- Wildland fire activity occurs (includes monitor/confine/contain, prescribed fires, pile burning and black-lining)
- A unit's Fire Danger is reported as very high or extreme.

If a Dispatch Center has reportable activity during November through April, the Dispatch Center will inform RMC prior to 1500 on the day of planned submission, when possible.

The following offices should report directly for their areas of influence.

(CPC)	Casper Interagency Dispatch Center
(CDC)	Cody Interagency Dispatch Center
(CRC)	Craig Interagency Dispatch Center
(DRC)	Durango Interagency Dispatch Center
(FTC)	Ft. Collins Interagency Dispatch Center
(GJC)	Grand Junction Interagency Dispatch Center
(GPC)	Northern Great Plains Interagency Dispatch Center
(MTC)	Montrose Interagency Dispatch Center
(PBC)	Pueblo Interagency Dispatch Center
(RWC)	Rawlins Interagency Dispatch Center

In the Remarks Section of the SIT Report, please include the following:

- A brief write-up about any IA activity occurring and resources being used.
- A weather synopsis for your general vicinity.
- A brief analysis / prognosis.
- Any other information you would like to add.
- Prescribed fire information must be detailed and include the names of the specific contingent resources. Dispatch Centers should ensure Year-To-Date numbers are accurate and updated **as necessary**.

Incident Management Situation Report

(Refer to NMG 20)

7 Day Significant Fire Potential Outlook

(Refer to NMG 20)

National Wildland Significant Fire Potential Outlook

(Refer to NMG 20)

GACC Monthly and Seasonal National Wildland Significant Fire Potential Outlooks

(Refer to NMG 20)

Fuel and Fire Behavior Advisories

(Refer to NMG 20)

RMA Predictive Services and Coordination staff at all levels should be involved with the issuance of any fuels/fire behavior advisories covering a large percentage of the Rocky Mountain Area. The advisory can carefully consider both the content and intended audience of the messages. When a situation arises that warrants an advisory message:

- Determine area of extent
 - If local area only (single agency unit or county) – Local area should issue advisory or safety message (Use of Standard Template strongly recommended). No other GACC action needed.
 - If geographic in scope (multiple units, counties, or significant portion of geographic area):
 - Involve and coordinate with RMA Predictive Services unit staff to get their input/feedback.
 - Review & tailor message for content, accuracy, suitability and distribution (Predictive Services staffs at Geographic and/or National levels, as appropriate, will coordinate to ensure message is appropriate for entire area of concern).
- Post advisory according to protocols listed below.

Posting Protocols

- Use Standard Template (available from RMA Predictive Services).
- Send completed advisory to RMA Predictive Services who will send to National Predictive Services for approval.
- Create a detailed map using available tools to draw affected area and to coordinate with neighboring units.
- NICC will post to a national map and archive messages.
- It is recommended that URLs and email messages posted or sent out by the RMA GACC informing users about the advisory contain a link to the NICC Fuels/Fire Behavior web page and national map (this will inform users about other fuels/fire behavior advisories that are posted across the country).
 - RMA GACC web pages should link to the NICC page for both advisory text and national map.
 - RMA Predictive Services will determine when the advisory message is no longer valid and contact NICC to remove the advisory link off the webpage and map.

Wildland Fire Entrapment/Fatality

(Refer to NMG 20)

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. This situation may or may not result in injury. In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to RMC and NICC electronically or by facsimile within 24 hours. Submit this report even if some data is missing. Subsequent to the initial report, the investigation and review shall be conducted following agency specific policies and NWCG guidelines.

Resource Status Reports: (Refer to RMG 20)

RMC will gather resource status information from ROSS daily, and will post Resource Status Reports on the RMA web page during fire season. Dispatch Centers should ensure resource status is accurate in ROSS.

RMC will notify Dispatch Centers in the event that necessary information is not available through ROSS. Dispatch Centers will then be required to provide resource status information for the critical resources listed below by 1000.

Area Resources	National Resources
TEAMS	
Type 2 IMTs	Type 1 IMT
Type 2 Buying Teams	Type 1 Buying Teams
	Area Command
OVERHEAD	
Wildland Fire Modules	
CREWS	
Type 2 & 2 IA Crews	Type 1 Crews
	Smokejumpers
AIRCRAFT	
Type 3 Helicopters	Airtankers
SEATs	Type 1 & 2 Helicopters
	Lead Planes/ASM
	Smokejumper Aircraft
SUPPLIES	
Cache Van	NFES 4390 Starter Systems

Prescribed Fire Notification

FMOs should submit to their dispatch center, prescribed fire information one (1) day prior to the day of planned ignition. The information is to be input into the Daily Situation Report, Prescribed Fire Information. (Input the information off the Prescribed Fire Plan).

RMC Intelligence Unit will pull a Planned Prescribed Fire Report daily at 1100, post it to the RMA website and fax it to the FAA. If a center enters a report after 1100 for the same day, the center will notify RMC to allow for updating of the report.

RMA Annual Fire Report

The RMC Intelligence Unit must generate an annual report pertaining to the year's fire related activities. The following information is requested from all units and Dispatch Centers within the RMA and should be organized as a Dispatch Center Annual Report.

Narrative: Short narrative statement describing the season and how it compares to normal. It should include a summary of fire weather, resource mobilization, and other significant events.

Fire Statistics: Number and acres of lightning fires and human caused fires by Agency and Unit.

Resources Order Statistics via Cognos: Orders for all functional areas (Overhead, Crews, Equipment, Supplies, and Aircraft) separated by Agency and Unit.

Aviation Statistics: For identified bases, gallons of retardant pumped and missions flown by airtankers. Also include a detailed breakdown of RMA home airtankers total gallons delivered and missions flown.

Resource Record Keeping

Dispatch centers will be responsible for accurately tracking resources on incidents not in ROSS, i.e. Initial Attack. Resource information will be requested from each dispatch center by RMC on January 15 annually and should include resources tracked in ROSS and on non-ROSS incidents within their area. Contact RMC Intelligence Section for the specific information requirements.

Reports, Due Dates, and Times

Below is a quick reference list of reports due, usually during fire season, and their due dates and times. Core fire season is considered May through October. Dates will vary according to fire activity and potential.

REPORTS DUE**Daily Resource Status****Interagency Situation Report****Incident Status Summary (ICS-209)****Priority List****Prescribed Fire Report****Annual Fire Report****TIME FRAMES**

Updated in ROSS by 1000
(May - Oct).

Due by 1800 daily unless
directed or negotiated,
otherwise May through
October.

Due by 1600 unless directed or
negotiated otherwise.
November through April if
either of 2 criteria listed in this
chapter are met.

Due times are identical to the
Interagency Situation Report
unless a later time is
negotiated. Required for
wildfires in Timber 100+ ac.,
Grass 300+ ac. (Refer to
NMG 20)

Upon request. (Refer to NMG
10 & RMG 10)

Due prior to the day of the
burn. Notify FAA,
cooperators, dispatch centers,
and area dispatch offices.

Actual stats and Center Annual
Reports due to RMC by
January 15.

RMA Interagency Preparedness Levels (PL)

The Rocky Mountain Coordinating Group establishes preparedness levels based on current and forecast burning conditions, fire activity and resource availability.

Resource availability is the area of most concern. Situations and activities described within the preparedness levels consider wildland and prescribed fire.

Why Preparedness Levels Are Established

Purpose:

- To identify the level of wildland and prescribed fire activity, severity, and resource commitment within the RMA.
- To identify predetermined actions to be taken by RMC and MAC to ensure an appropriate preparedness/readiness and resource availability for the existing and potential situation.
- To modify area-wide fire management activities when essential to ensure appropriate level or response to AREA and NATIONAL resource demands.

Fire Preparedness Level Determination Procedures

The Rocky Mountain Area Coordination Center Manager will use this plan to guide the setting of the overall preparedness level (PL) for the Rocky Mountain Area. The Center Manager has delegated authority to independently declare Levels 1 and 2. Level 3 will be coordinated with RMCG Fire Duty Officer and the Center Manager. MAC determines levels 4 and 5. Preparedness levels are basically determined by:

1. Condition of the fuels and their resultant burning characteristics will be gathered from, but not limited to:
 - a. "Quality" RAWS/NFDRS observations and fire danger reporting from field units. (Note: "Quality" refers to RAWS that meet or exceed station siting, maintenance and data standards outlined in the NWCG NFDRS Weather Station Standards guide. Additionally, NFDRS observations will meet or exceed standards taught in WIMS and S-491 courses)
 - b. RMA Predictive Services
 - c. National Fuel Moisture Database
 - d. Fire Management Officers/Dispatch Centers
 - e. Fuels Specialist
 - f. FBANs
 - g. IC calls

2. Existing and forecast significant fire potential, weather patterns.
 - a. Current and Forecasted Predictive Services 7-Day Significant Fire Potential Outlook.
 - i. 7-Day Significant Fire Potential Outlook: A 7-day outlook of significant fire potential for each of the 65 RMA Predictive Service Areas (PSAs) which integrates fuels and weather information into classifications related directly to the potential for significant fire activity. The table below relates historical fire occurrence and probabilities for significant fire activity to the outlook classifications.

Fire Potential Color Classification	Significant Fire Risk Description	Historical Significant Fires in Color Class
Green (Moist)	Little or None	~10% or less
Yellow (Dry)	Low	~10-30%
Brown (Very Dry) Red (High Risk- Dry or Very Dry in conjunction with Special Fire Weather Events)	Moderate to High	~31%-60%

- b. Current and forecast weather patterns that may exacerbate fire potential.
3. All current and anticipated fire activity, prescribed and wildland (suppression and multiple objective fires), both within and outside the Rocky Mountain Area.
4. Resource availability, within and outside the Rocky Mountain Area.

Preparedness Level 1

Description - Conditions are not conducive for frequent large fire growth in most of the Rocky Mountain Geographic Area (RMA). Winter or rain conditions or green fuel conditions predominate. Normal fire resource staffing is adequate.

All of the following occur for the RMA to be at PL 1:

- Using “**Quality**” RAWs/NFDRS observations, no more than 12 Rocky Mountain Units reporting fire danger of high or above, utilizing the RMA situation reporting system. Dispatch zone planning levels will be considered.
- Using “**Quality**” RAWs/NFDRS observations, utilize existing SIGs to determine severity of specific units or PSAs.
- Rocky Mountain Area “7-Day Significant Fire Potential Outlook” indicates a maximum of 3 PSAs at consistently moderate (brown) or high (red) risk for significant fire activity.
- Fire activity within the Rocky Mountain Area is minimal (IA-0 to 10 fires). Large fires or multiple objective fires may occur but are of short duration and low complexity.
- There is little or no commitment of Rocky Mountain Area and/or national resources. No significant support to the National Response Plan.

Preparedness Level 2

Description - Resources within most local dispatch areas are adequate. Potential exists for some mobilization of additional resources from other local dispatch areas. Some minor support to the National Response Plan may be occurring.

For the RMA to be at PL 2, three of the following should be met:

- Using “Quality” RAWS/NFDRS observations, no more than 12 to 20 Rocky Mountain Units reporting fire danger of high or above, utilizing the RMA situation reporting system. Dispatch zone planning levels will be considered. Fire danger is expected to remain the same or increase for the next 7 days.
- Using “Quality” RAWS/NFDRS observations, utilize existing RAWS network and related SIGs to determine severity of specific units or PSAs. The NFDRS curves indicate an increasing dryness trend from the previous analysis, and this trend is expected to continue for the next 7 days.
- Rocky Mountain Area “7-Day Significant Fire Potential Outlook” indicates a maximum of 3-5 PSAs at consistently moderate (brown) or high (red) risk for significant fire activity. The outlook indicates continued drying, and or no improvement in dryness levels for the next 7-days.
- Fire activity within the Rocky Mountain Area is light (IA-11 to 25 fires). Light IA is expected to continue. Large fires are of short duration and this trend is expected to continue. The number of multiple objective fires is 3 or less and has little to no impact on resource drawdown.
- There is minimal commitment of Rocky Mountain Area and/or national resources. No significant support to the National Response Plan.

Preparedness Level 3

Description - Resources within multiple local dispatch areas are short, requiring frequent mobilization of additional RMA and national resources. Large fires occurring frequently and potential for IMT mobilization is regularly present. Fire behavior is escalating and of concern to multiple agencies and fire managers.

For the RMA to be at **PL 3**, three of the following should be met:

- Using “**Quality**” RAWs/NFDRS observations, 20 to 30 Rocky Mountain Units reporting fire danger of high or above, utilizing the RMA situation reporting system. Dispatch zone planning levels will be considered. Fire danger is expected to remain the same or increase for the next 7 days.
- Using “**Quality**” RAWs/NFDRS observations, utilize existing RAWs network and related SIGs to determine severity of specific units or PSAs. The NFDRS curves indicate an increasing dryness trend from the previous analysis, and this trend is expected to continue for the next 7 days. ERC curves are between the 75th and 85th percentile, and are trending upward.
- Rocky Mountain Area “7-Day Significant Fire Potential Outlook” indicates a maximum of 6-10 PSAs at consistently moderate (brown) or high (red) risk for significant fire activity. The outlook indicates continued drying, and or no improvement in significant fire potential for the next 7-days. (Excluding Colorado PSA 24, Kansas PSAs 70-77, Nebraska PSAs 62, 65, 67, 68, and South Dakota PSAs 54 and 57.)
- There are three or more type 3 incidents, and/or one type 1 or type 2 IMT commitment. There’s the potential for existing team fires, or new large (significant) fires to burn beyond 72 hours. Greater than 3 multiple objective fires currently exist, with some mobilization of resources (duration and complexity evaluated).
- There is potential for two dispatch zones to experience incidents requiring a major commitment of area/national resources. Numerous additional resources are being ordered through RMC; competition for resources exists between local area dispatch centers. Increasing support to the National Response Plan.

Preparedness Level 4

Description - Resources are fully and frequently being mobilized in some areas; initial attack may be unsuccessful on a daily basis. Aviation resources are critical to success. Some dispatch areas are extremely busy and IMT fires occurring regularly. Resources have to be actively managed and agencies consulted regularly. Large fire behavior is high or extreme; threats to life and property are high, as is agency and fire manager concern.

For the RMA to be at **PL 4**, three of the following should be met:

- Using “**Quality**” RAWs/NFDRS observations, 30 plus Rocky Mountain Units reporting fire danger of high or above, utilizing the RMA situation reporting system. Dispatch zone planning levels will be considered. Fire danger is expected to remain the same or increase for the next 7 days.
- Using “**Quality**” RAWs/NFDRS observations, utilize existing RAWs network and related SIGs to determine severity of specific units or PSAs. The NFDRS curves indicate an increasing dryness trend from the previous analysis, and this trend is expected to continue for the next 7 days. ERC curves are at the 90th percentile, and trending upward.
- Rocky Mountain Area “7-Day Significant Fire Potential Outlook” indicates a maximum of 11-16 PSAs at consistently moderate (brown) or high (red) risk for significant fire activity. The outlook indicates continued drying, and or no improvement in significant fire potential for the next 7-days.
- There are multiple type 3 incidents, and/or 2-3 type 1 or type 2 IMT commitment. There’s the potential for existing team fires, or new large (significant) fires to burn beyond 72 hours. Area command team may be in place.
- There is potential for 3-4 dispatch zones to experience incidents requiring a major commitment of area/national resources. The potential exists to utilize all available area and national resources located in the Rocky Mountain Area, and to significantly impact national resources in other geographic areas. Support to the National Response Plan may be causing competition for firefighting resources.

Preparedness Level 5

Description - Fire resources throughout the RMA are almost fully committed. Higher level of initial attack is unsuccessful. Use of aviation resources is essential for initial attack and large fire support. Numerous dispatch areas are at full operational level. Almost or all RM IMTs are in use. Large fire behavior is high or extreme; threats to life and property are multiple and complex. Agency and fire manager concern is consuming.

For the RMA to be at **PL 5**, at least three of the following should be met:

- Using “**Quality**” RAWs/NFDRS observations, 30 plus Rocky Mountain Units reporting fire danger of high or above, utilizing the RMA situation reporting system. Dispatch zone planning levels will be considered. Fire danger is expected to remain the same or increase for the next 7 days.
- Using “**Quality**” RAWs/NFDRS observations, utilize existing RAWs network and related SIGs to determine severity of specific units or PSAs. The NFDRS curves indicate an increasing dryness trend from the previous analysis, and this trend is expected to continue for the next 7 days. ERC curves are above the 90th percentile or setting historic high values.
- Rocky Mountain Area “7-Day Significant Fire Potential Outlook” has greater than 16 PSAs consistently moderate (brown) or high (red) risk for significant fire activity. The outlook indicates continued drying, and or no improvement in significant fire potential for the next 7-days.
- There are several type 3 incidents, and or 4 or more type 1 or type 2 IMT commitments within the RMA. There’s the potential for existing team fires, or new large (significant) fires to burn beyond 72 hours. Area command team may be in place.
- There is potential for 5 or more dispatch zones to experience incidents requiring a major commitment of area/national resources. The potential exists to utilize all available area and national resources located in the Rocky Mountain Area, and to significantly impact national resources in other geographic areas. Support to the National Response Plan may be causing competition for firefighting resources.

RMA Multi-Agency Coordinating Group Decisions

A summary of significant RMA MAC Group decisions affecting the RMA and/or Management guidance will be included in the Incident Management Situation Report.

Follow Up Evaluations

The MAC Coordinator will document decisions and their results and will report to the RMCG and Agency Administrators during subsequent MAC Group Meeting.

Preseason Preparedness

Preseason Preparedness is essential to ensure readiness and availability of resources.

Unit fire readiness inspections will be scheduled by interagency operational personnel. Review will be done in accordance with agency requirements. (As applicable, utilize the Interagency Readiness Review Guide or specific agency guidelines.)

Preparedness Level Action Items

The matrix below is intended to **GUIDE** management personnel through a decision making process to determine in a timely manner the need to increase major resource availability base and potentially preposition resources to the affected area of influence. It is also intended as a checklist for management considerations that will affect desired communications and protect fire fighter safety.

ACTION ITEMS	Level 1	Level 2	Level 3	Level 4	Level 5 ⁷ ₈
Review Resource Drawdown Table	-	As needed	As needed	Daily 0700 hours	Daily 0700 ⁹ hours
Fire Behavior Assessment	-	-	As needed	Daily 0700 hours	Daily 0700 hours
Safety Message	-	-	As needed	Daily 0700 hours	Daily 0700 hours
Dispatch Conference Call	As needed-	Weekly	Weekly	Daily	Daily
Daily Management Briefing	Daily – based on core operational period.				
Prescribed Fire	No Restriction	No Restriction	Monitor Area	MAC Recommend	RM/NICC Recommend
Severity Request	-	-	1-2 units	3-5 units	5+ units
Fire Restrictions	-	Minimal units	Some units	Several units	Several units
RMCG Fire Duty Officer	On-call	On-call	On-call	Replace with MAC Coordinator when MAC is convened	
Safety Officer/FAST	-	-	-	MAC	MAC
Fire Information Officer	-	On-call	On-call	On-call / @ RMC	RMC & MAC
FBAN/LTAN	-	-	On-call for RMC	RMC	MAC
GISS	-	-	On-call for RMC	RMC	MAC
READ	-	-	On-call for RMC	RMC	MAC
Frequency / Airspace Coord.	-	-	As needed	RMC	RMC
Fixed Wing Coordinator	-	-	As needed	MAC	MAC
NG Liaison	-	-		On-call	MAC
IT Support	On-call	On-call	RMC	RMC	MAC
Aviation Ops. Specialist	On-call	On-call	On-call	On-call	MAC
Critical Incident Stress MG	On-call	On-call	On-call	On-call	On-call
MAC Activation	-	-	Conf as needed	Activated	Activated

Resource Drawdown Levels

The matrix below is intended to **guide** management personnel through a decision making process to determine in a timely manner the need to increase major resource availability base and potentially preposition resources to the affected area of influence. It is also intended as a **preliminary-checklist** to initiate the framework for management considerations that will affect desired communications and protect fire fighter safety.

RESOURCE DRAWDOWN LEVELS	Level 1	Level 2	Level 3	Level 4	Level 5
IMT1 Rocky Basin**	On-call	On-call	On-call	On-call	Staged
IMT2 Rocky Mountain	On-call	On-call	On-call	Staged	Staged
Type 1 Crews**	0	0	2	4	6
Type 2 Crews	0	2	5	10	15
Heavy Airtankers**	0	1	3	5*	5*
SEAT *	0	2	3	4	5
Lead Planes/ASM**	0	1	2	3	3
Air Attack	1	2	3	4	5
Type 1 Helicopters**	0	0	2	3	4
Type 2 Helicopters	0	0	2	3	5
Type 3 Helicopters*	2*	2*	4*	5*	5*
NG Helicopters	0	0	0	Alert	Alert
Smoke Jumpers**	0	12	18	24	24
Smoke Jumper Aircraft**	0	1	1	2	2
Cache Vans 250	1	1	3	5	5
4390 Starter System**	1	2	3	4	4
National Caterers**	0	0	1	2	3
Mobilization Centers	0	0	Area	Area	Area

* The helicopters can be CWN or exclusive use helicopter contracts. Consider that some agency exclusive use helicopter contracts may have minimum flight hours.

*CO, SD have state contracted SEATs that are normally only mobilized to incidents within their respective state boundaries.

*The above matrix typically reflects the RMA's Core Fire Season (June-Sept). Resource Drawdown Levels fluctuate and are subject to change based on additional influences.

**National resources are allocated by NMAC.

Mobilization Procedures for Military Assets and International Assignments

(Refer to NMG 20)

Established Resource Ordering Process

(Refer to NMG 20)

Civilian Support

(Refer to NMG 20)

Demobilization Procedures

(Refer to NMG 20)

International Operations

(Refer to NMG 20)

National Guard

At certain times the National Guard has available helicopters, equipment, and personnel that are useful in the suppression of forest and range fires on Federal and State lands. The National Guard units may be ordered through the State for state incidents or RMC for federal incidents.

National Guard pilots and aircraft will be issued an annual letter of approval by the Forest Service Regional Aviation Officer or their designee. VHF-AM and VHF-FM radios will be installed in all helicopters to allow necessary communication with all other resources assigned to the incident.

Currently the USFS has authorized NG agreements in place, and annually issues an approval letter which lists approved aircraft and pilots. There is a joint DOI/USFS agreement being developed.

Annual interagency training will be provided by Regional/State Aviation Technical Specialists, Helicopter Operation Specialists, Incident Air Operations personnel, and experienced Fire Suppression Specialists. Training will include aviation policy, incident air operations, organization, coordination, communication, dispatching procedures, fire tactics/behavior, and water bucket techniques.

Commercial sources must be exhausted or not immediately available during times when there is a threat to life and property, prior to activation of Guard units for Federal fires. (Refer to RMG 40 and 50 for National Guard contacts).

In the event that an interagency incident occurs on State lands, the following personnel shall make contact with their respective Guard units:

Colorado	Division of Fire Prevention & Control (DFPC) Regional or Area Fire Duty Officer 303-279-8855. You must request the specific “position” contact.
Nebraska	GPC (Nebraska State Emergency Management Agency)
South Dakota	GPC (South Dakota Wildland Fire Suppression)
Wyoming	Wyoming State Forester Duty Officer with follow-up to appropriate zone dispatch center and RMC.

If a fire incident occurs on federal lands within the RMA, the following offices shall contact the respective Guard units:

Colorado	RMC contacts the Colorado Office Emergency (COEM) Management Duty Officer 303-279-8855. You must request the specific “position” contact.
Nebraska	GPC (Nebraska National Forest)
South Dakota	GPC (South Dakota Wildland Fire Suppression)
Wyoming	RMC contacts the Wyoming State Forestry Duty Officer.

National Guard Liaison Officer will be mobilized with the guard on all federal incidents. Reference Ch. 50 of the Interagency Incident Business Management Handbook, for specific procedures.

Communication and coordination notifications should always occur with the appropriate zone dispatch center and RMC.

Colorado National Guard Medical Hoist/Extraction Helicopters

The National Guard can make available helicopters, equipment, and personnel for the purpose of medical hoist/extraction needs within the Rocky Mountain Area on wildfire incidents. The National Guard units may be ordered through the State for state incidents or through RMC for federal incidents. Reference RMG 80.

When the need has been identified for medical hoist/extraction aircraft, the IC will contact the hosting unit Dispatch Center, who will contact RMC. RMC will contact the Colorado Office of Emergency Management (COEM) Duty Officer (303-279-8855), the hosting unit's Agency Aviation Manager and the R2 Helicopter Specialist. Use of any Colorado National Guard resource (equipment, facility or personnel) requires specific state approval. Written requests should be submitted to the COEM Duty Officer prior to use. Reference Ch. 50 of the Interagency Incident Business Management Handbook, for specific procedures.

Work is underway with Wyoming and South Dakota for an agreement for Hoist/Extraction Operations.

Wildland Fire Decision Support System (WFDSS)

The Wildland Fire Decision Support System (WFDSS) provides a decision support tool that helps agency administrators and wildland fire managers make informed decisions for all unplanned ignitions. The WFDSS uses fire behavior modeling, economic principles, and information technology to support effective wildland fire decisions consistent with Resource and Fire Management Plans. It is a web based decision support system, which replaces the Wildland Fire Situation Analysis (WFSA), Wildland Fire Implementation Plan (WFIP), Long Term Implementation Plan (LTIP) and Strategic Implementation Plan (SIP).

Use of WFDSS is required for all federal agencies. Specific direction regarding the use of WFDSS will be issued by each agency involved as their policy is developed.

Requests for WFDSS Decision Support

For WFDSS support needs (Fire Behavior Modeling, Values Assessments, and/or technical assistance) that cannot be met at the local unit level, the Unit's first point of contact is their Agency's identified Point of Contact (POC). See next page.

If the Agency POC is not available, contact RMC to request WFDSS support and/or incident analysis prioritization.

A National Fire Decision Support Center (NFDSC) has been established to support analysis used in wildland fire decision making and WFDSS. The support provided by NFDSC consists of developing, improving, and increasing production and operational use of decision support products. All requests for assistance from the NFDSC will be made by the Agency POC or RMC.

Decision Support Group (DSG)

An RMA DSG may be requested to assist Agency Administrators (AA) and Incident Commanders (IC) with the analysis and development of a WFDSS Decision and the associated course of action for moderate to long term wildland fire event managed by local unit Type 3 Incident Management Organization (IMO).

The focus of the DSG is to support local T3 organizations and units with Response Level 2 and 3 Decision Analysis Report development, not to "mentor" or support RMA Type 1 and Type 2 teams. The RMA Type 1 and Type 2 teams were configured beginning in the 2009 season to be capable of managing the full spectrum of wildland fire strategic and tactical responses. The DSG is not intended to be an overhead team; it is strictly for support to local units.

The DSG assists the AA/IC with identifying current and future needs relative to developing a course of action for potential medium to long duration events relative to strategic and incident objectives using any or all of the following:

- Fire Behavior Modeling (Short, Medium and Long Term)
- Risk/Values Assessment
- Developing Management Action Points & associated organizational or staffing needs.

The Decision Support Group composition and skill level will vary depending on the unit's needs but may include a 1) Strategic Operational Planner (SOPL), 2) Fire Behavior Specialist (FBAN), 3) Operations Specialist and 4) Fire GIS Specialist.

If a DSG is needed, the following ordering procedure should be utilized:


- Contact your Agency WFDSS POC regarding information for the RMA. If the Agency POC is not available, contact RMC Coordinator on Duty.
- With your Agency POC, determine the positions/skill level/expertise needed.
- Name request the identified positions. Note in Special Needs "For Decision Support Group."

WFDSS Decision Approval and Publication

Decisions in WFDSS are approved and published by the appropriate agency administrator as defined in the "Interagency Standards for Fire and Fire Aviation Operations 2013".

Additional decision support can be obtained through each agency's WFDSS POC.

Agency	Name	Number
USFS	Paul Langowski	303-275-5307
USFS	Brenda Wilmore	970-328-5891
CO/WY BLM	Gwenan Poirier	303-239-3689
NPS	Jesse Duhnkrack	303-969-2678
	Cody Wienk	402-661-1770
FWS	Neal Beetch	303-445-4367
BIA	Reeve Armstrong	208-387-5373
BIA	John Barborinas	970-903-3499

Dispatch Forms

Resource Order Form (NFES 2213, ICS 259-13)
Mobile Food & Shower Service Request Form (AG-024B-S-07-9001 pg.74)
Passenger and Cargo Manifest Form (SF-245)
Aircraft Flight Request/Schedule Form (9400-1a)
Infrared Aircraft Scanner Request Form
FAA Temporary Tower Request Form
Preparedness/Detail Request Form
Incident Status Summary Form (ICS 209)
Wildland Fire Entrapment/Fatality (NFES 0869) Form (NFES 0869, PMS 405-1)
Resource Extension Request Form
Demobilization Checkout Form (NFES 1353, ICS 221)
Fire Weather Special Forecast Request (Spot Forecast) (WS Form D1)
FAA Temporary Flight Restriction (TFR) Form
Incident Replacement Requisition Form (NFES 001300, OF-315)
Incident Complexity Analysis Form (Type 1, 2)
Incident Complexity Analysis Form (Type 3, 4, 5)
Emergency Release/Message Form
Unit Log Form (ICS 214)
Documentation Form

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